



Healthy kids, healthy communities

Compassion

Excellence

Collaboration

Accountability

Equity

Respect

Coordinator Office of the Executive Director Operations

Position Number: 00013276
Classification: HSO G-7
Agreement: Health Salaried Officers Agreement
Directorate: Operations - Executive team
Department: Office of the Executive Director Operations
Location: Office of the Executive Director Operations

Reporting relationships

This position reports to:

00014216 Director Operations G-10

Positions under direct supervision:

00013196 Administrative Coordinator G-4

Key Responsibility

Manages the activities and resources within the Office of the Executive Director Operations. Responsible for ensuring efficient and effective administrative and information systems for the Executive Director and Co-Directors. Provides parliamentary and ministerial coordination role in matters relating to the operation of Office of ED Operations. Undertakes projects, prepare briefing notes, reports and presentations for the Executive Director Operations as required.



About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

CAHS is made up of three service streams:

- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children's Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children's Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

Our vision

Healthy kids, healthy communities

Our vision of 'healthy kids, healthy communities' sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

Our objectives



Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:



Summary of accountabilities

1. Summary of Duties

- Coordinates the activities and resources (human, financial and physical) within the Office of the Executive Director Operations, providing leadership and support to staff within the area to achieve outcomes of the Executive Office and executive support.
- Manages and coordinates the Executive Director Operations' Office, including oversight of meeting/diary coordination, communication management (including email) and approvals and signing.
- Coordinates and manages the ED Operation's responses to ministerials, parliamentary questions (PQs) and complaints. Includes formulation of written responses, review and editing ministerial responses as well as ensuring appropriate education and advice to PCH staff on appropriate procedures.
- Coordinates and/or undertakes wide ranging projects, including investigations and research assignments, often of a complex or confidential nature, as directed by the Executive Director Operations.
- Prepare briefing notes, reports and presentations for the Executive Director Operations as required.
- Vets all incoming correspondence and briefs the Executive Director Operations with respect to the key issues and actions required and/or delegates to others as appropriate.
- Provides executive support to the Executive Director Operations for any meetings attended including monitoring the implementation of actions arising from meetings.
- Coordinates PCH, CAMHS and Community Health reporting requirements. Provides executive support to key committees reporting to the Executive Director Operations. Develops and distributes agenda, papers, minutes and action plans.
- Coordinates the preparation of Office of Operations communiqués, and responses to public relations issues and media inquiries.
- Monitors and advises the Executive Director Operations on human resource management requirements of the Operations Division including leave management and performance review cycles.

2. CAHS governance, integrity, safety and quality requirements

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the CAHS Vision and CAHS Values of Compassion, Collaboration, Accountability, Respect, Excellence and Equity.
- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness and sustainability.
- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.
- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.
- Completes mandatory and core requirement training as relevant to the role and service.

- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Occupational Safety and Health Act (WA) 1984*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.

3. Undertakes other duties as required.

Work related requirements

The following criteria should be considered in the context of the CAHS Vision, Objectives and Values.

Essential selection criteria

1. Significant experience and demonstrated knowledge of executive operations and procedures within a complex health setting.
2. Well-developed organisational skills with the ability to manage a range of diverse tasks with competing priorities.
3. Highly developed communication skills, with demonstrated ability to prepare and deliver a variety of administrative documents and publications.
4. Well-developed interpersonal skills with demonstrated experience working with a variety of stakeholders.
5. Well-developed conceptual, analytical and problem solving skills.

Desirable selection criteria

1. Knowledge of trends and issues relevant to Child & Adolescent Health Services, particularly with regard to disadvantaged groups, including Aboriginal and Torres Strait Islanders.
2. Possession of, or progress towards tertiary qualification in the areas of business, health administration or similar.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment to this position is subject to the following:

- Provision of the minimum identity proofing requirements in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.
- Successful pre-employment health assessment.

Certification

Created on	Last Reviewed	HSS Registered
24/10/2019	23/04/2018	31/10/2019

I verify that the details in this document are an accurate reflection of the requirements of the position.

Dr Sharon Stewart

Manager / Supervisor

HE66336

Signature or HE Number

23/10/2019

Date

As an Occupant of this position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name

Signature or HE Number

Date