



**HSS REGISTERED**

**Administration Assistant**  
**Health Salaried Officers Agreement: Level G3**  
**Position Number: 103930**  
**Facilities Management / Finance & Infrastructure**  
**Royal Perth Hospital / East Metropolitan Health Service (EMHS)**

**Reporting Relationships**

Director Facilities Management and Infrastructure  
 Award Level: HSO G-13  
 Position Number: 603019



Fleet and Leasing Coordinator  
 Award Level: HSO G-6  
 Position Number: 602926



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- Contracts Clerk, HSO G-3, 1.00FTE
- Maintenance Clerk, HSO G-2, 1.00FTE

**Key Responsibilities**  
 Provides support to the Facilities Management department by coordinating pooled vehicle usage, maintenance and repairs; maintenance of the HRIS and RoStar databases; booking of hospital meeting rooms, venues and the residential accommodation facilities and providing clerical, administrative and reception services.

## EMHS Vision and Values

### Our Vision

***Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.***

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

## Brief Summary of Duties (in order of importance)

### 1. Fleet Coordinator

- 1.1 Coordinates the usage, maintenance and repair of the Royal Perth Hospital vehicle fleet.
- 1.2 Maintains fleet vehicle reporting systems and analyses and reports on fleet usage.
- 1.3 Monitors and reports on compliance by providers of contracted Fleet services.

### 2. Payroll / Human Resources Administration

- 2.1 Maintains and enters payroll data into RoStar System and LATTICE HR Employee Details System for Facilities Management staff.
- 2.2 Maintains the Personal Filing System for all employees of the department; files and retrieves information; ensures appropriate records are retained and ensures the security of confidential documents.
- 2.3 Coordinates with Hospital Support Service Payroll and Employment Services in resolving payroll related queries of the department's employees.
- 2.4 Maintains the database of departmental mandatory training records.

### 3. Administration/Reception

- 3.1 Provides reception service for the Facilities Management Department.
- 3.2 Schedules meetings including the preparation of agendas, circulation of documentation and the taking of minutes.
- 3.3 Provides administrative and secretarial support to the Manager of the Facilities Management Department.
- 3.4 Assists in the coordination of calendar bookings and maintenance for the hospital's meeting rooms and lecture theatres.

### 4. Residential Accommodation

- 4.1 Coordinates bookings and maintenance for the hospital's residential accommodation.
- 4.2 Allocates temporary residential accommodation to staff and prepares tenancy agreements and other documentation.
- 4.3 Submits documents to HSS Accounts Receivable for billing and bond administration.
- 4.4 Records and maintains tenant information ensuring relevant departments are notified of occupancy changes.
- 4.5 Responds to accommodation booking enquiries.

### 5. EMHS Governance, Safety and Quality Requirements

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Actively participates in the Peak Performance program.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.4 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 5.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

### 6. Undertakes other duties as directed.

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

### Essential Selection Criteria

1. Demonstrated previous administrative and clerical experience, including minute taking.
2. Well-developed interpersonal, verbal and written communication skills.
3. Demonstrated effective time management and organisational skills.
4. Demonstrated well-developed computer skills demonstrating a sound understanding of software applications including the Microsoft Windows operating system including Word, Excel, and Outlook applications.
5. Demonstrated ability to work with minimal supervision and as a member of a team.

### Desirable Selection Criteria

1. Relevant experience in a hospital facilities support environment.
2. Hold a current, valid C or C-A class driver's license.
3. Current knowledge and commitment to equal opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager / Supervisor Name	Signature or	HE Number	Date
Dept. / Division Head Name	Signature or	HE Number	Date

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

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on
	November 2019