



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	613887
Division:	Kalgoorlie Health Campus	Title:	Administrative Officer
Branch:	Regional Renal Services	Classification:	HSO Level G3
Section:	Renal	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Director of Nursing & Midwifery
	Classification:	SRN Level 10
	Position No:	613267



Responsible To	Title:	Clinical Nurse Consultant - Renal
	Classification:	SRN Level 4
	Position No:	613882



This position	Title:	Administrative Officer
	Classification:	HSO Level G3
	Position No:	613887



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
613883 – Clinical Nurse
613884 – Clinical Nurse
613890 – Aboriginal Health Worker Male
613891 - Aboriginal Health Worker Female
615250 – Aboriginal Liaison Officer



Positions under direct supervision:	← Other positions under control:				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center;">Position No.</td> <td style="text-align: center;">Title</td> </tr> </table>	Position No.	Title	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">Category</td> <td style="text-align: center;">Number</td> </tr> </table>	Category	Number
Position No.	Title				
Category	Number				

Section 3 – KEY RESPONSIBILITIES

Provide secretarial services and administrative support to designated managers within the Regional Renal Management Team.

**WA Country Health Service –
 GOLDFIELDS**

24 January 2019

**REGISTERED
 Job Description Form**

TITLE	Administrative Officer	POSITION NO	613887
		CLASSIFICATION	HSO Level G3



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State’s major maternity hospital – and 40% of the State’s emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people’s health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times

Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

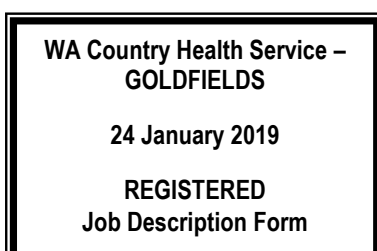
Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

<p>WA Country Health Service – GOLDFIELDS</p> <p>24 January 2019</p> <p>REGISTERED Job Description Form</p>

TITLE	Administrative Officer	POSITION NO	613887
		CLASSIFICATION	HSO Level G3

Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	SECRETARIAL	D	50
1.1	Provide a confidential secretarial support service to respective managers as directed.		
1.2	Arrange appointments and maintain a diary of appointments and meetings for respective managers as directed.		
1.3	Attend to telephone enquiries, screening calls as necessary.		
1.4	Attend to all correspondence for respective managers as directed, drafting and preparing routine correspondence as required.		
2.0	ADMINISTRATIVE	D	40
2.1	Develop and maintain the Administration central filing system.		
2.2	Assist in the collection of research data.		
2.3	Assist in the maintenance of the Regional Renal database.		
2.4	Coordinate meetings including preparation of agendas, recording and distribution of minutes for the Executive, Management Team and General Staff and other meetings as required		
2.5	Organise ad-hoc meetings and forums as required.		
2.6	Arrange travel bookings for Health Service staff.		
2.7	Maintain the Stores Imprest for the Administration area.		
2.8	Undertake other administration tasks as directed.		
3.0	OTHER	O	10
3.1	To ensure continuity of service, the incumbent may be required to provide cover for other administrative officers for short periods of time e.g. lunchbreaks, as necessary.		
3.2	Undertake special projects as directed.		
3.3	Undertake other duties as directed.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		



TITLE	Administrative Officer	POSITION NO	613887
		CLASSIFICATION	HSO Level G3

Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated experience in providing executive support to senior management with proven ability to maintain strict confidentiality.
2. Well developed interpersonal and communication skills (written and verbal), with the ability to liaise effectively with people across all organisational levels.
3. Well developed planning and organisational skills and the ability to work with minimum supervision.
4. Excellent word processing skills and experience with computer based systems.
5. Demonstrated ability in minute taking and recording at executive level.
6. Ability to work effectively in team environment.
7. Understanding and respect for the needs of Aboriginal culture in providing effective health service delivery to Aboriginal people.

DESIRABLE

1. Previous administration experience in a health service environment
2. Possession of, or progress towards, relevant educational or business qualifications
3. Knowledge of current legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	Accommodation	As determined by the WA Country Health Service policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements. • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check Allowances <ul style="list-style-type: none"> • District Allowance as applicable 		
Specialised equipment operated	Microsoft Word, Excel, PowerPoint		

Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Director Nursing & Midwifery

Signature and Date: ____/____/____
Regional Director

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

Name	Signature	Date Appointed	Date Signed

