



HSS REGISTERED

Executive Assistant
Health Salaried Officers Agreement: G-4
Position Number: RP105011
Corporate Services and Contract Management
East Metropolitan Health Service (EMHS)

Reporting Relationships

Chief Executive
Award Level: HES
Position Number: RP602766



Executive Director Corporate Services and Contract Management
Award Level: HES Corporate Grade B
Position Number: RP602767



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		

- ← Also reporting to this supervisor:
- Area Director Data and Digital Innovation; HES GA; 1.00FTE
 - Area Director Health Technology Management Unit; HSO G-13; 1.00FTE
 - Director Procurement & Contract Management; HSO G-12; 1.00FTE
 - Manager Business Operations; 1.00FTE
 - Area Manager Clinical Coding; 1.00FTE
 - Manager General Services; HSO G-10
 - Area Manager Security; HSO G-9 1.00FTE

Key Responsibilities

Provides administrative support at an executive level to the Executive Director, Corporate Services and Contract Management, East Metropolitan Health Service (EMHS). Receives and responds to requests for information as required. Liaises with staff of the Division and with a range of other staff and stakeholders within and external to EMHS.

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. Secretarial

- 1.1 Provides comprehensive executive and confidential secretarial support.
- 1.2 Arranges and maintains a schedule of appointments, meetings and other commitments for the Executive Director to enable efficient time management.
- 1.3 Screens incoming correspondence including e-mails, redirects to appropriate staff for action; draws Executive Director's attention to urgent and important items and takes action as appropriate to facilitate management of work flow throughout the office; drafts routine correspondence.
- 1.4 Liaises with external bodies/agencies and internal departments as necessary.
- 1.5 Receives and screens visitors and phone calls, redirects to other staff as appropriate and makes delegated decisions as necessary.
- 1.6 Types correspondence and reports and prepares complex documents to a high standard of accuracy and presentation.

2. Administrative

- 2.1 Organises meetings and functions and provides secretarial support including preparation of agenda and supporting documentation; recording and distributing minutes; follow-up of agreed actions as required.
- 2.2 Initiates, collates and prepares agenda paper, undertakes role of minute secretary and provides comprehensive and administrative support for the Executive Director for all committee activity in which they participate.
- 2.3 Develops implements and supervises maintenance of confidential filing system ensuring appropriate records are kept and ensures the security of confidential documents.
- 2.4 Carries out research, compiles and prepares briefing notes and reports as required.
- 2.5 Advises senior staff on administrative and procedural matters and provides assistance to support staff to maximise office efficiency.
- 2.6 Alerts the Executive Director to relevant information/developments by monitoring documents and information sources.

3. EMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Actively participates in the Peak Performance program.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 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.

4. 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 high level of skills in an administrative role at a senior level.
2. High Degree of interpersonal and liaison skills.
3. Demonstrated high level of verbal and written communication skills.
4. Ability to show initiative and exercise discretion.
5. Demonstrated excellent time management and organisational skills.
6. Ability to use Microsoft Office products including, Word, Outlook and Excel.
7. Ability to work autonomously as required.

Desirable Selection Criteria

1. Previous experience in a health care environment
2. 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

January 2020