



North Metropolitan Health Service
Job Description Form

HSS Registered

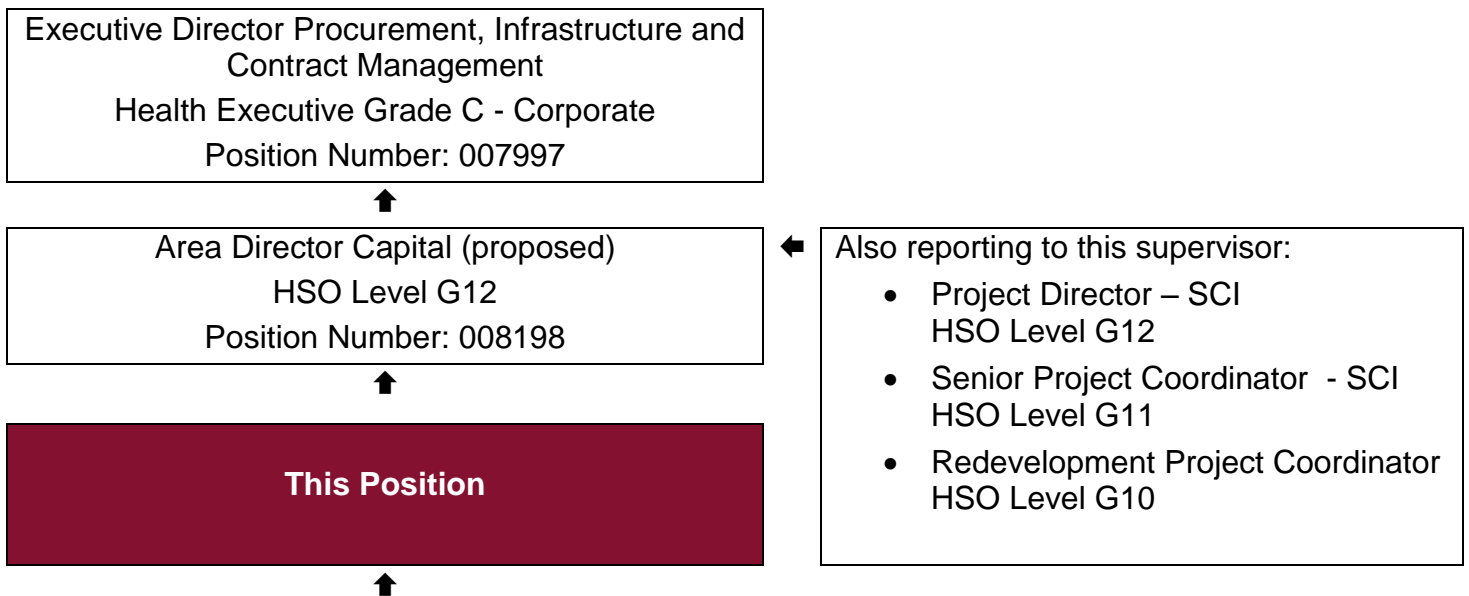
Administrative Assistant Capital Management

Health Salaried Officers Agreement: Level G3

Position Number: 005776

Department: Development

Reporting Relationships



Directly reporting to this position:			Other positions under control
Title	Classification	FTE	
Nil			

Prime Function / Key Responsibilities

Provides a confidential secretarial and administrative support service to the North Metropolitan Health Service (NMHS) Development team for successful project delivery.

Brief Summary of Duties (in order of importance)

1. Secretarial

- 1.1 Arranges and maintains a schedule of appointments, meetings and other commitments for the unit staff to enable efficient time management.
- 1.2 Screens incoming correspondence including e-mails, redirects to appropriate staff for action; and takes action as appropriate to facilitate management of the work flow through the office; drafts routine correspondence.
- 1.3 Maintains a bring-up system or diary of commitments for unit staff and undertakes follow-up with other staff to ensure commitments are met.
- 1.4 Compiles and collates files, papers and other information to brief unit staff on issues or to prepare for meetings.
- 1.5 Receives and screens visitors and phone calls and redirects to other staff as appropriate.
- 1.6 Types correspondence and reports and prepares and formats 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 agendas and supporting documentation; recording and distributing minutes; follow-up of agreed actions as required.
- 2.2 Plans and undertakes administrative projects.
- 2.3 Undertakes research, compiles and summarises information and prepares reports.
- 2.4 Maintains the unit's filing system; ensures appropriate records are kept, files and retrieves information; ensures the security of confidential documents.
- 2.5 Prepares itineraries and arranges travel bookings.
- 2.6 Undertakes other administrative duties in support of the Development Unit as required.

3. Financial

- 3.1 Invoices and accounts reconciliation, including purchasing cards
- 3.2 Preparation of accounts receivable
- 3.3 Generate and review financial reports

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment
- 4.2 Participates in an annual performance development review.
- 4.3 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.4 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.5 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Extensive secretarial and administrative experience.
2. Well-developed communication and interpersonal skills and proven ability to work flexibly in a team environment.
3. Ability to maintain confidentiality and use discretion in relaying information.
4. Well-developed time management and organisational skills including the ability to effectively prioritise and meet strict deadlines.
5. Well-developed written and presentation skills for preparation of correspondence, reports and presentations.
6. High level word processing skills, experience in the use of the MS Office suite and good knowledge of their advanced capabilities.

Desirable Selection Criteria

1. Good general knowledge of the structure and operation of the NMHS and its place in the WA health system.
2. Knowledge and understanding of Financial Administration and Audit Act.
3. Experience in using Oracle Finance.
4. Current "C" or "C.A." class driver's licence.
5. 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/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: