



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601003
Division:	Regional Office	Title:	Executive Assistant
Branch:	Kalgoorlie	Classification:	HSO Level G4
Section:	Executive	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Regional Director
	Classification:	HSO Class 2
	Position No:	601000



Responsible To	Title:	Coordinator Executive Services
	Classification:	HSO Level G6
	Position No:	601001



This position	Title:	Executive Assistant
	Classification:	HSO Level G4
	Position No:	601003



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title	
	601001 – Coordinator Executive Services
	601201 – Director Population Health
	601248 – Regional Director Medical Services
	601341 – Regional Manager – Human Resources
	601358 – Regional Manager Mental Health
	601585 – Director Business Services
	601909 – Manager Service Development
	607939 – Operations Manager (Kalgoorlie)
	608190 – Redevelopment Project Officer
	613267 – Regional Director Nursing & Midwifery
	614390 – Operations Manager – Esperance
	614441 – Regional Manager Infrastructure & Support Services
	615655 – Regional Aboriginal Health Consultant



Positions under direct supervision:	← Other positions under control:								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Position No.</td> <td style="width: 50%; text-align: center;">Title</td> </tr> <tr> <td style="height: 100px;"></td> <td></td> </tr> </table>	Position No.	Title			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; text-align: center;">Category</td> <td style="width: 30%; text-align: center;">Number</td> </tr> <tr> <td style="height: 100px;"></td> <td></td> </tr> </table>	Category	Number		
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Section 3 – KEY RESPONSIBILITIES

Provides comprehensive administrative, executive and secretarial support to the Regional Director and the Executive team of the Goldfields Region in matters relating to the operation of the Health Region.

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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 MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

<p>WA Country Health Service – GOLDFIELDS</p> <p>23 September 2020</p> <p>REGISTERED Job Description Form</p>

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	ADMINISTRATION	D	45
1.1	Provides direct, comprehensive and confidential administration support to the Regional Director and Goldfields Regional Executive, as agreed.		
1.2	Prepares and coordinates reports and agendas for meetings of the Executive Team, acts as minute secretary and assumes responsibility for ensuring that the necessary actions flowing from meetings are carried out and completed.		
1.3	Prioritises incoming and other confidential correspondence and directs for the Regional office.		
1.4	Assists with the preparation, recording and coordination the preparation of Ministerial responses, Parliamentary Questions and other confidential correspondence as required.		
1.5	Drafts briefing notes on routine matters; researches and prepares responses to correspondence and internal communications on behalf of the Regional Director.		
1.6	Prepares information for the Regional Directors Executive Huddle meetings.		
2.0	EXECUTIVE ASSISTANCE	D	45
2.1	Provides a first point of service, representative of the standards of the office of the Regional Director, WACHS Service and our values in all interactions.		
2.2	Alerts the Regional Director to relevant information/developments by monitoring documents and other information sources.		
2.3	Liaises on behalf of the Regional Director/Goldfields Executive with senior staff within WACHS Central Office, the Department of Health, other government and non-government agencies and local industry as required.		
2.4	Maintains the Regional Director's diary of appointments, meetings and functions coordinating actions as directed.		
2.5	Anticipates the need of the Regional Director in relation to forthcoming meetings and events and makes appropriate advance arrangements for those needs including coordinating itineraries, travel and accommodation arrangements.		
2.6	Arranges local, interstate and overseas travel bookings and itineraries, coordinating for the Region, including completing and submitting the quarterly travel return for the Minister for Health.		
2.7	Coordinate conferences and functions for the Regional Office, including logistics, room bookings and arranging catering.		
2.8	Maintains and administers RoStar for staff within Regional Executive Services.		
2.9	Maintains responsibility for the Goldfields Policy (and related documents) Records, including allocation of Executive Sponsor and follow up on dissemination.		
2.10	Maintains the Goldfields Intranet site in relation to the Regional Office page, and the Regional Executive Committee page, including the publishing of the agenda, and minutes to a restricted viewing audience and ensuring links to documents from Records Manager.		
3.0	OTHER	O	10
3.1	Other administrative duties as directed by the Regional Director.		
3.2	Participates in continuous quality improvement activities and applies quality improvement principles to all duties performed.		
	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.		



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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated ability to communicate effectively (written and verbal) with senior management, senior government officials and members of the public.
2. Demonstrated high level organisation skills and ability to coordinate activities and work with minimal supervision.
3. Demonstrated proficiency in minute taking at an executive level.
4. Demonstrated experience in providing confidential administrative and secretarial support at an Executive level.
5. Demonstrated proficiency in word processing computer applications.
6. Eligible for or in possession of a current C or C-A Class driver's licence.

DESIRABLE

1. Relevant experience in the Health industry.
2. Awareness and application of quality and risk management principles and an understanding of disability and diversity issues.
3. Current knowledge and commitment to Equal Employment Opportunity and Occupational Safety & Health in all aspects of 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 • Evidence of a current C or C-A Class drivers licence Allowances: <ul style="list-style-type: none"> • District Allowance as applicable 		
Specialised equipment operated	Personal computer		

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: ____/____/____
Regional Director

Signature and Date: ____/____/____
Chief Operating Officer

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

