



HSS Registered November 2021

Administrative Assistant
Health Salaried Officers Agreement: Level G-3
Position Number: 115828
FSH Hospitality / Non-Clinical Operations Directorate / FSFHG
Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service

Reporting Relationships

Hospitality Manager
 Award Level: HSO Level G-7
 Position Number: 115676



Administrative Coordinator
 Award Level: HSO Level G-4
 Position Number: 115706



This Position



Directly reporting to this position

Title	Classification	FTE
• Nil		

Also reporting to this supervisor:

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Key Responsibilities

Provides administrative, clerical and secretarial support to the team and Department.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



Brief Summary of Duties (in order of importance)

1. Administrative Requirements

- 1.1 Ensures the effective provision of administrative support to the Manager and team.
- 1.2 Assists with employee exits as well as employee on boarding including the provision of uniforms and key/identification cards
- 1.3 Assists with employee payroll queries.
- 1.4 Assists with the maintenance of training records, coordinates and attends meeting/training sessions.
- 1.5 Raises requisitions and stationery orders, including orders for services/supplies as required.
- 1.6 Facilitates payment of accounts by getting invoices authorised and forwarded for processing.
- 1.7 Reports complaints and compliments to Manager and team.
- 1.8 Supports the development and maintenance of employee rosters, including responding to employee and management queries as required.
- 1.9 Ensures that all necessary roster information and changes are communicated to Health Support Services.
- 1.10 Acts as a central point of contact for the coordination of delegations within the Non-Clinical Operations directorate.
- 1.11 Ensures that data entry and processing is completed and authorised in a timely manner.
- 1.12 Undertakes quality audits of leave, roster and payroll information to ensure data integrity.
- 1.13 Develops and implements administrative procedures as required.
- 1.14 Assists in the preparation or collection of statistical data for performance reporting.
- 1.15 Receives records and distributes various reports which support the service line.
- 1.16 Responsible for general office management, including record management and disposal, filing, photocopying and scanning documents.
- 1.17 Organises meetings, prepares agendas and takes minutes as required.

2. SMHS Governance, Safety and Quality Requirements

- 2.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
- 2.2 Participates in the maintenance of a safe work environment.
- 2.3 Participates in an annual performance development review.
- 2.4 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.
- 2.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Occupational Safety and Health Act, the Disability Services Act and the Equal Opportunity Act.

3. 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 role and the SMHS Values.

Essential Selection Criteria

1. Demonstrated experience in providing administrative/secretarial services.
2. Well-developed interpersonal, verbal and written communication skills including the ability to liaise effectively with staff at all levels.
3. Well-developed organisational and time management skills.
4. Demonstrated ability to work with minimal supervision and as part of a multi-disciplinary team.
5. Demonstrated relevant experience in the use of computer software applications, including Microsoft Office.
6. Previous experience managing and maintain rosters using relevant software packages.

Desirable Selection Criteria

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.