



HSS REGISTERED

ADMINISTRATIVE ASSISTANT EMERGENCY PROCEDURES

Health Salaried Officers Agreement: Level G2

Position Number: 005680

**Emergency Management Services / Corporate Clinical Services
Sir Charles Gairdner Hospital / North Metropolitan Health Service**

Reporting Relationships

Area Director of Clinical Services SCGHOPHCG
Award Level: MP
Position Number: 008128



Manager, Emergency Management Services
Award Level: HSO Level G9
Position Number: 006029



This Position



← Also reporting to this supervisor:

- Policy and Development Officer
- Emergency Management Officer

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

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Prime Function / Key Responsibilities

Provides data entry, and direct administrative and secretarial support to Emergency Management Services.

Brief Summary of Duties (in order of importance)

1. Administration Duties

- 1.1 Provides data entry, analysis and follow up.
- 1.2 Provides direct administrative secretarial support to the Emergency Management Service.
- 1.3 Organises meetings for the Department including training programs and promotion and publicising of Emergency Management.
- 1.4 Prepares and distributes correspondence, reports, agenda papers and records of minutes as required.
- 1.5 Receives visitors and intercepts/initiates telephone calls for Department using initiative in handling calls.
- 1.6 Monitors all correspondence for the Department and establishes mechanisms to bring forward and follow up. Drafts and prepares routine correspondence.
- 1.7 Organise filing of correspondence and information, and maintain Departmental filing system, including archiving files.
- 1.8 Participates in Departmental Quality Improvement programs.
- 1.9 Other duties as required.

2. NMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Well-developed computing skills including data entry and word processing, and an understanding of data base entries and analysis.
2. Well developed written and verbal communication skills.
3. Effective interpersonal skills and ability to work flexibly in a team environment.
4. Demonstrated ability to organise and prioritise tasks, work effectively under pressure and meet deadlines.
5. Proven capacity to maintain confidentiality.

Desirable Selection Criteria

1. Understanding of the role and functions of a teaching hospital.
2. 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.

Certification

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

Manager/Supervisor

Name: Jill Martin
Signature/HE47964
Date: 13/05/2021

Dept./Division Head

Name: Ajitha Nair
Signature:
Date:

Position Occupant

Name:
Signature:
Date: