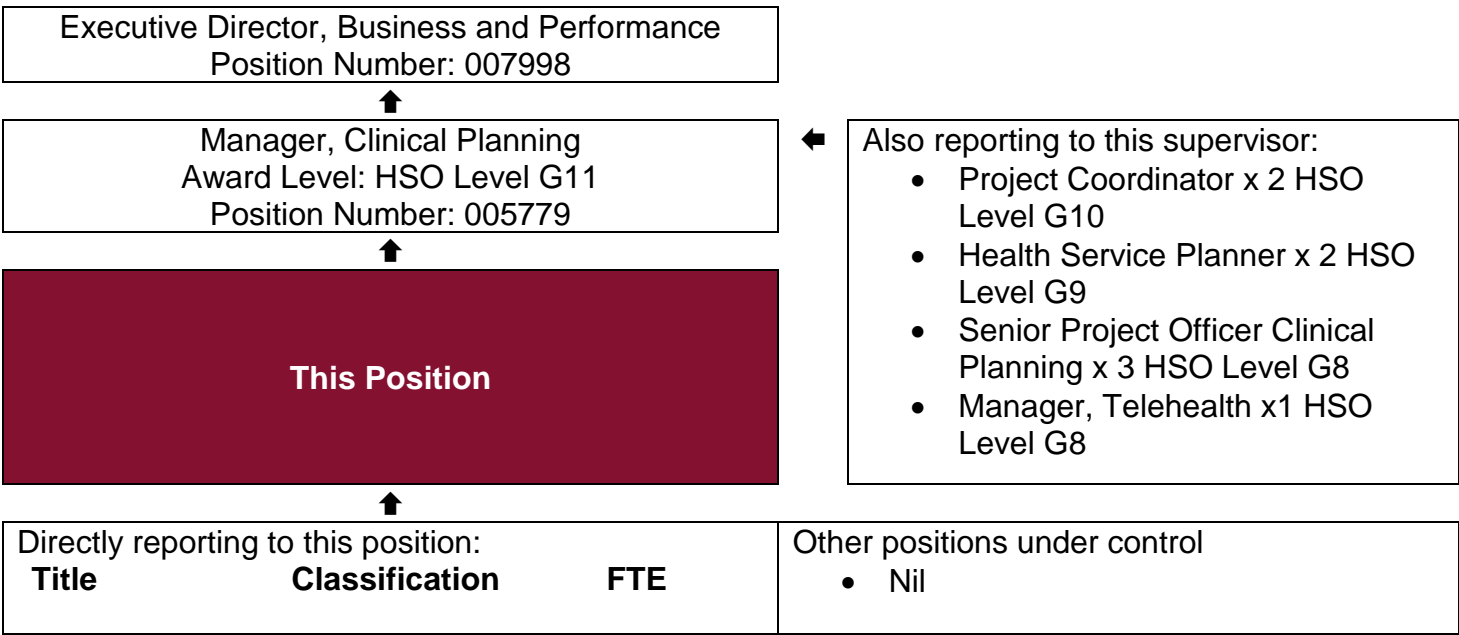




HSS REGISTERED

PROJECT CLERICAL ASSISTANT
Hospital Salaried Officers Agreement: G-3
Position Number: CG005761
Clinical Planning, Business and Performance Division
North Metropolitan Health Service

Reporting Relationships



Prime Function / Key Responsibilities
 Provides secretarial and administrative support service to the Manager, Clinical Planning

Brief Summary of Duties

1. SECRETARIAL SUPPORT (40%)

- 1.1 Arranges and maintains a schedule of appointments, meetings and other commitments for the Manager to enable efficient time management.
- 1.2 Screens incoming correspondence including e-mails, redirects to appropriate staff for action; draws Manager's attention to urgent and important items and takes action as appropriate to facilitate management of the workflow through the office and reporting team. Drafts routine correspondence as required.
- 1.3 Maintains a bring-up system or diary of commitments and reminds the Manager of actions required; undertakes follow-up with other staff to ensure commitments are met.
- 1.4 Compiles and collates files, papers and other information to brief the Manager 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 complex documents to a high standard of accuracy and presentation.

2. ADMINISTRATIVE SUPPORT (40%)

- 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 Manager'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 when required.
- 2.6 Undertakes general administration that supports the management of the Manager's office, workload and team.
- 2.8 Undertakes other administrative duties in support of the Office of the Manager as directed.

3. NMHS Governance, Safety and Quality Requirements (10%)

- 3.1 Supports the NMHS values and behaviours
- 3.2 Participates in the maintenance of a safe work environment
- 3.3 Participates in an annual performance development review
- 3.4 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.
- 3.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.6 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.7 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4 Undertakes other duties as directed. (10%)

Work Related Requirements

Essential Selection Criteria

1. Extensive secretarial and administrative experience
2. Well-developed interpersonal skills and proven ability to communicate with senior executives and gain the cooperation of staff and people at all levels.
3. Demonstrated ability to maintain confidentiality and use discretion in relaying information.
4. High level of initiative; ability to assess the urgency and importance of situations and take decisive and appropriate action.
5. Excellent time management and organisational skills including the ability to meet strict deadlines.
6. Delegation and supervisory abilities to maximise the use of project administrative assistants.
7. Well-developed written and presentation skills for preparation of correspondence, reports and presentations.
8. 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. Knowledge of public health and hospital service processes in Western Australia
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	Dept./Division Head	Position Occupant
Name: Paola Morellini Signature/HE: 06218 Date: 1 November 2021	Name: Paola Morellini Signature/HE: 06218 Date: 1 November 2021	Name: Signature/HE: Date: