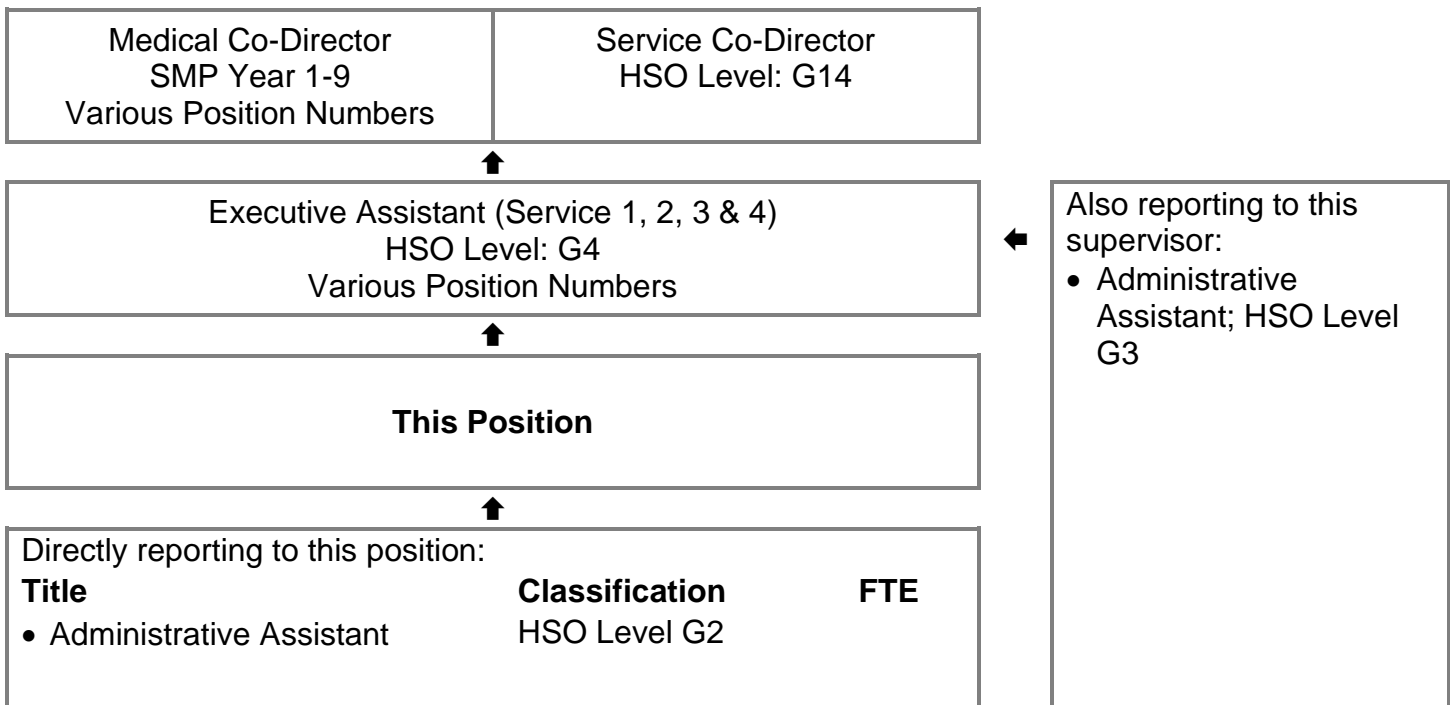




**HSS Registered January 2022**

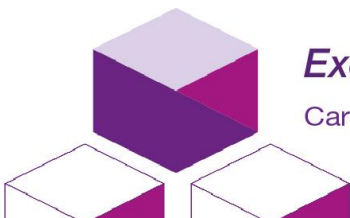
**Administrative Assistant**  
**Health Salaried Officers Agreement: HSO Level G3**  
**Various Position Numbers**  
**Service 1, 2, 3, 4**  
**Fiona Stanley Fremantle Hospital Group/ South Metropolitan Health Service**

**Reporting Relationships**



**Key Responsibilities**

Provide administrative, clerical and secretarial support to the Head of Service and other lead clinicians within the relevant Department, Centre or Service and associated staff. Provides supervision for the team of administrative staff under direct line management.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## Brief Summary of Duties (in order of importance)

### 1. Administrative and Secretarial Duties

- 1.1 Provides a high level, confidential administrative and secretarial support to the Head of Service and other lead clinicians.
- 1.2 Receives and deals appropriately with telephone calls, visitors, clients and the public.
- 1.3 Maintains and arranges the schedule of appointments and meetings as requested.
- 1.4 Receives and processes incoming correspondence, actions routine matters by drafting responses or preparing basic reports.
- 1.5 Provide secretarial support for the Head of Department and departmental meetings including preparation, distribution, transcribing and typing of agenda, minutes and supporting documentation.
- 1.6 Coordinates contract paperwork in conjunction with the Head of service when contracts are due for renewal. Completes required forms, organises appropriate approval through the delegations process and follows up on processing of all contracts.
- 1.7 Processes payroll forms and leave forms, organises appropriate approval and processes accordingly.
- 1.8 Updates on-call shifts into the AMCOM system.
- 1.9 Prepare clinic forms and process appropriately.
- 1.10 Updates policy, guidelines, and procedures manual as directed.
- 1.11 Organises and completes documentation relating to quality assurance and accreditation activities.
- 1.12 Raises requisitions and stationary orders as required, including catering and other services/supplies.
- 1.13 Facilitates payment of accounts by having invoices authorised and forwarding for processing.
- 1.14 Monitors and organises maintenance of assets including printers and other equipment.
- 1.15 Manages confidential filing systems and administrative records.
- 1.16 Responsible for maintenance and distribution of department rosters.
- 1.17 Undertake data entry and assists with the management of data collection systems and databases in department.
- 1.18 Participates in a continuous process to monitor, evaluate and develop performance.
- 1.19 Research journal articles and prepare papers, slides, overheads for presentation and Power-Point.
- 1.20 Undertakes data entry and maintains any departmental databases, when support is not able to be provided by the Administrative Assistant (Multidisciplinary Team)
- 1.21 Undertakes special projects and research as required.

### 2. Supervision

- 2.1 Supervises and coordinates the daily activity of clerical support. Provides on-the-job training for regular and relief staff.
- 2.2 Develops and implements procedural guidelines.
- 2.3 Assists with human resource activities of department including orientation, relief arrangements and preparation of rosters, liaising with line manager to ensure HR and Payroll requirements are met.
- 2.4 Responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 2.5 Conduct staff performance development reviews on a regular basis.
- 2.6 Develops, maintains and provides orientation material for new staff, arranges appropriate training for staff in Information Technology and other areas as required.

### **3. SMHS Governance, Safety and Quality Requirements**

- 3.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 3.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 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.**

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated substantial experience in the provision of administrative and /or secretarial support.
2. Relevant experience and skills in the use of personal computer software applications, including word processing, spreadsheets and databases.
3. Well-developed interpersonal, verbal and written communication skills with the ability to liaise effectively with clients and staff at all levels.
4. Well-developed organisational skills, including an ability to clarify work objectives, prioritise workload, and work within and support the administration team to meet competing priorities and deadlines.
5. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Knowledge of multidisciplinary medical terminology
2. Previous Experience in a hospital or medical environment

### 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.