



Government of **Western Australia**  
North Metropolitan Health Service

North Metropolitan Health Service  
**Job Description Form**

HSS Registered

**Executive Assistant**  
**Health Salaried Officers Agreement: Level G4**  
Position Number: 000007  
Corporate Medical Services  
Sir Charles Gairdner Hospital / North Metropolitan Health Service

**Reporting Relationships**

Executive Director Sir Charles Gairdner  
Health Care Group  
Award Level: TBA  
Position Number: TBA



Executive Director of Medical Services  
Award Level: AMA/Medical Practitioner (MHS Agreement)  
Position Number: 008128



**This Position**



← Also reporting to this supervisor:

- Deputy Executive Director of Medical Services

Directly reporting to this position:			Other positions under control
<b>Title</b>	<b>Classification</b>	<b>FTE</b>	•

**Prime Function / Key Responsibilities**  
Provides a confidential secretarial and administrative support service to the Executive Director of Medical Services and Deputy Executive Director of Medical Services.

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

#### Secretarial

- Arranges and maintains a schedule of appointments, meetings and other commitments to enable efficient time management.
- Screens incoming correspondence including e-mails, redirects to appropriate staff for action; draws attention to urgent and important items and takes action as appropriate to facilitate management of the work flow through the office; drafts correspondence.
- Maintains a bring-up system or diary of commitments and reminds appropriately of actions required; undertakes follow-up with other staff to ensure commitments are met.
- Compiles and collates files, papers and other information to brief the executives on issues or to prepare for meetings.
- Receives and screens visitors and phone calls and redirects to other staff as appropriate.
- Types correspondence and reports and prepares complex documents to a high standard of accuracy and presentation.

#### Administrative

- 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.
- Plans and undertakes administrative projects.
- Undertakes research, compiles and summarises information and prepares reports.
- Oversees the maintenance of the filing system. Ensures appropriate records are kept, that information is effectively filed and retrieved and the confidentiality of documents is assured.
- Prepares itineraries and arranges travel bookings.
- Undertakes general administration that supports the management of the Executive Director's and office and workload.
- Coordinates, distributes and amend/updates the Inter-hospital Ambulance Distribution Coordination Roster and Emergency Control Group Roster.
- Undertakes other administrative duties in support of the Corporate Executive as directed.

#### NMHS Governance, Safety and Quality Requirements

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

**Undertakes other duties as directed.**

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Extensive secretarial and administrative experience at a senior level.
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. Well-developed written and presentation skills for preparation of correspondence, reports and presentations.
7. 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. Good general knowledge of the structure and operation of the Health Service and its place in the WA health system.
2. C or CA Class Drivers Licence.
3. 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**

Name:  
Signature/HE:  
Date:

### **Dept./Division Head**

Name:  
Signature/HE:  
Date:

### **Position Occupant**

Name:  
Signature/HE:  
Date:

Last Updated 12/01/2018  
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