



HSS REGISTERED

Administrative Assistant

Position Details

Position Number: 00005438
Classification: Level G-3
Agreement: Health Salaried Officers Agreement
Directorate: Women and Newborn Health Service
Department: BreastScreen WA
Location: L9 233 Adelaide Terrace Perth WA 6000

Reporting Relationships

This position reports to:

00005429	Finance & Business Officer	G-8
----------	----------------------------	-----

Positions under direct supervision:

Officer	G-1/2	0.8FTE
Officer	G-1/2	0.9FTE

Primary Purpose of the Role

As part of the BreastScreen WA Business and Administrative team, the Administrative Assistant coordinates the provision of comprehensive administrative support services to facilitate provision of state-wide mammography screening.



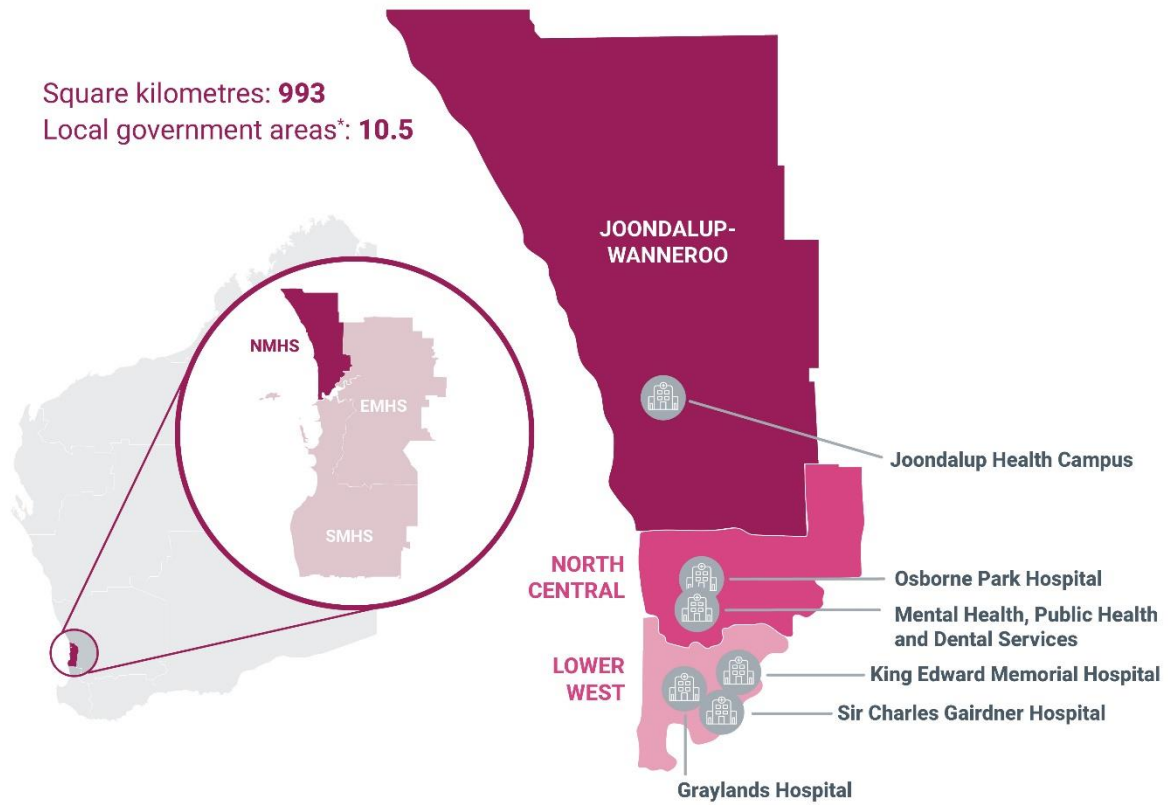
Vision

A trusted partner, delivering excellent health care for our people and our communities.



Mission

To promote and improve the health of our people and our communities.



North Metropolitan Health Service

Since our establishment in 2016, NMHS has embraced best practice to deliver improved clinical outcomes in the face of rising challenges for all healthcare providers. With a budget of \$2.16 billion and 8,917 full-time equivalent (FTE) staff, we serve a population of 736,907 people (about 28% of Western Australia's total population) within a catchment area of almost 1,000 square kilometres. The population we serve is projected to increase by 17% between 2021 and 2031, and the number aged 65 years and older will increase by 41% over the same period. NMHS provides a comprehensive range of adult specialist medical, surgical, mental health and obstetric services in WA, delivered across three tertiary hospitals and two secondary hospitals, all fully accredited. NMHS oversees the provision of contracted public health care from Joondalup Health Campus operated under a public-private partnership. A range of statewide, highly specialised multidisciplinary services is offered from several NMHS hospital and clinic sites.



Our values



Care

We show empathy, kindness and compassion to all.



Respect

We are inclusive of others and treat everyone with courtesy and dignity.



Innovation

We strive for excellence and are courageous when exploring possibilities for our future.



Teamwork

We work together as one team in a spirit of trust and cooperation.



Integrity

We are honest and accountable and deliver as promised.

Please refer to [NMHS Values – Organisational/Individual Behaviours](#) for information on individual behaviours that reflect the organisation's values.

Our strategic priorities

We are focussing on six strategic priorities for the 2020-2025 period:



Enabling healthy communities

We build healthy and engaged communities



People-centred care

We will place our consumers' and their carers' best interests and experience at the core of all we do



Integration and connection

We will build strong connections and partnerships



Innovation and adaptive models of care

We will use research and technology to improve outcomes



Trusted, engaged and capable people

We will invest in our people and our culture



Sustainable and reliable

We will reduce harm, waste and unwarranted variation



Key Accountabilities (in order of importance)

1. Administrative support

- 1.1 Provides administrative support to the Business Manager and BSWA Management in relation to human resources, assets and facilities management ensuring compliance with legislation and Department of Health guidelines.
- 1.2 Provides leadership to the Administrative Support team, facilitates and focuses on customer service and quality improvement.
- 1.3 Is responsible for the provision of main switchboard and front desk services.
- 1.4 Administers the Human Resource Information System i.e. (HRIS) and Rostar for the Division.
- 1.5 Administers the maintenance of assets, vehicles and facilities.
- 1.6 When required, coordinates replacements and acquisitions.
- 1.7 Initiates and maintains effective clerical and administrative practices and records.
- 1.8 Liaises with staff at all levels within the Division regarding recruitment, alteration of contracts, leave applications, allowances, rosters, etc.

2. Finance and purchasing support

- 2.1 Is responsible for the provision of purchasing and accounts receivable services.
- 2.2 Administers asset and vehicle management systems within the Division in consultation with Management.
- 2.3 Initiates and maintains divisional records in compliance with the FAAA and relevant legislations and Department of Health guidelines.
- 2.4 Assists with preparation of budget estimates, if required.

3. NMHS Values: *Care, Respect, Innovation, Teamwork, Integrity*

- 3.1 Reflect the NMHS values in the way you work, behave and make decisions.

4. NMHS Governance, Safety and Quality Requirements

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

5. Undertakes other duties as directed.

- 5.1 Participates in performance management and quality activities.
- 5.2 Carries out special projects as required.
- 5.3 Promote awareness of and ensure compliance with:
 - clinical and/or corporate governance requirements and
 - legislative and other regulatory requirements relating to equity and diversity, disability services and occupational safety and health.



Work Related Requirements

The following criteria should be considered in the context of the NMHS Vision, Mission and Values.

Essential Selection Criteria

1. Certificate of Secondary Education (Year 10) or equivalent.
2. Demonstrated interpersonal, verbal and written communication skills including the ability to liaise with staff at all levels.
3. Demonstrated experience in supervising an administrative support team.
4. Experience in financial and accounting systems.
5. Experience of human resource management issues preferably in a government agency.
6. Excellent organisational and time management skills including ability to work under minimal supervision.
7. Relevant experience in the use of personal computer software applications, including word processing.
8. 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. Current "C" or "C.A." class drivers' licence, if required.
2. Knowledge of government programs and products.

Appointment Prerequisites

Appointment is subject to:

- Six (6) month probation period.
- 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:
Date:

Position Occupant

Name:
Signature:
Date:

Last Updated on April 2022

HSS REGISTERED

