



HSS REGISTERED

Computer Assistant
Health Salaried Officers Agreement: G-4
Position Number: 103228
Health Technology Management Unit / Computing Division
East Metropolitan Health Service (EMHS)

Reporting Relationships

Supervisor Medical Physicist
Award Level: P-4
Position Number:103231



Senior Information Systems Development Officer
Award Level: G-7
Position Number:602478



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil	Nil	Nil

Also reporting to this supervisor:
• Nil

Key Responsibilities

- Maintaining departmental online presence.
- Maintaining departmental electronic document and quality system.
- Supporting Computing Division systems and applications.
- Supporting Clerical Section.

EMHS Vision and Values

Our Vision

*Healthy people, amazing care.
Koorda moort, moorditj kwabadak.*

Healthy people refer to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Maintaining departmental online presence

1.1 Liaises with Heads of Divisions to:

1.1.1 Set up and maintain internal intranet pages.

1.1.2 Set up and maintain external web pages.

1.2 Collects and presents departmental feedback for Heads of Divisions.

1.3 Writing, formatting and online publishing of documents, news and publications.

1.4 Ensuring information sheets and handouts comply with site specific design guidelines which includes liaising with Department of Medical Illustrations and Clinical Forms Committee as required.

1.5 Maintenance of a departmental photo library for PR purposes.

1.6 Assisting with the update and review of patient handouts and documentation.

2. Maintaining departmental electronic document and quality system

2.1 Assists Departmental ISO officer:

2.1.1 To write and edit electronic documents for divisional heads.

2.1.2 In the audit process.

2.2 Monitors, collates and reports statistical information including KPIs for divisional heads as required.

3. Supporting Computing Division systems and applications

3.1 Maintains existing ISO 9001 documents for Computing Division.

3.2 Help desk support given to Department staff for Computing Division.

3.3 Maintains Computing Division application documentation.

3.4 Liaises with hospital Information Technology (IT) Department in relation to IT support, equipment maintenance and purchase.

4. Supporting Clerical Section

4.1 Maintains existing ISO 9001 documents for Clerical Section.

4.2 Provides front desk support, including answering phone calls to department as required.

5. EMHS Governance, Safety and Quality Requirements

5.1 Participates in the maintenance of a safe work environment.

5.2 Actively participates in the Peak Performance program.

5.3 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.

5.4 Completes mandatory training (including safety and quality training) as relevant to role.

5.5 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

6. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Certificate IV in Marketing and Communications or other qualification in a relevant discipline.
2. Demonstrated well developed verbal communication and interpersonal skills
3. Demonstrated well developed written communication skills with a focus on writing and editing communication publications and promotional materials, creating/designing clear and easy to understand handouts, articles and content for online environments.
4. Proven ability to work within a team and skills required to enhance team performance.
5. Considerable experience using Microsoft Office Suite of software.
6. Demonstrated experience using an online publishing application.

Desirable Selection Criteria

1. Tertiary qualification in a relevant discipline.
2. Previous experience using Adobe Creative Suite.
3. Previous experience using ISO 9001 Quality System.
4. 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	_____ Signature	or	_____ HE Number
_____ Date			
_____ Dept. / Division Head Name	_____ Signature	or	_____ HE Number
_____ Date			
As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.			
_____ Occupant Name	_____ Signature	or	_____ HE Number
_____ Effective Date			
HCN Registration Details (to be completed by HSS)			
_____ Created on	_____ Last Updated on	April 2022	