

Eastern Health

POSITION DESCRIPTION

Position Title:	Administrative Officer
Award Classification:	HS2
Award / Agreement Name:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
Position Reports to:	Manager Senior Medical Workforce or delegate

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

The Administrative Officer is responsible for supporting the work of the Senior Medical Workforce Unit team. The role encompasses daily administrative operations.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Office management and team support:

- Scheduling and room booking as required
- Manage the inbox (reply to queries within 48 hours) when needed
- Maintain the Senior Medical Workforce Intranet pages
- Team management as required (e.g. setting up team meetings, preparing agendas for team meetings and documenting actions, co-ordinating and ordering stationary and equipment, and bulk printing)
- Proof reading and formatting of documents to a professional standard
- Document management (e.g. within internal folders and the online SharePoint site)
- Monitor guidelines and standards relevant to Senior Medical Workforce
- Co-ordinate internal governance processes (e.g. submitting policies to required committees and organising approvals)
- Submitting, recording and monitoring invoices
- Liaising with internal and external stakeholders
- Data entry
- General administrative duties including printing, photocopying and scanning
- Following up outstanding paperwork/compliance for senior medical new starters
- Perform compliance checks
- Administrative functions related to recruitment and onboarding of Senior Medical staff
- Providing administrative support to the Director Medical Services
- Other duties as directed

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

Key Capabilities:

- Excellent verbal communication skills and ability to liaise effectively with internal and external stakeholders, and employees at all levels
- Excellent written communication skills via, for e.g., email, reports, infographics and calendar invitations
- Strong customer service skills ensuring that customers are treated with a friendly attitude and their problems or questions are resolved as efficiently and effectively as possible
- Ability to proactively provide support to the team and contribute to a supportive and engaged team environment
- Strong organisational and time management skills to ensure work is completed seamlessly and efficiently
- Ability to work collaboratively in the pursuit of team goals
- Strong administration and coordination skills to ensure the effective implementation of programs of work
- Demonstrated ability to develop professional documents of high quality and standards
- Advanced skills in Microsoft Office suite (e.g. excel, word, publisher and PowerPoint)
- Ability to initiate action to identify opportunities for improvement to existing processes
- Ability to learn organisational-specific software as appropriate (e.g. LMS, SharePoint)
- Exhibits behaviour which reflects the Eastern Health values

Desirable

- Previous experience or demonstrated understanding of Healthcare industry
- Previous experience and/or a desire to work in human resources

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au