

Eastern Health

POSITION DESCRIPTION

Position Title:	Administration Team Leader- Allied Health
Award Classification:	Administrative Officer Grade 2 (HS2)
Award / Agreement Name:	Health and Allied Service, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Position Reports to:	Manager- Subacute Clinics and Allied Health Acute Specialist Clinics (Care@Home Program)

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 Administration Team Leader is a professional worker with advanced administrative skills who provides leadership and support to the administrative team and contributes to and monitors the overall functioning of the administrative area within the Allied Health Hub.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Duties may include but are not restricted to:

- Provide leadership to the administrative team across sites through effective communication, clear task delegation and coordination of workload by setting a professional example.
- Ensure the integrity of statistical records for the service through the specific tasks of data monitoring, cleansing, interpretation and reporting.
- Lead and implement changes to the statistical reporting for the service through attendance at relevant database development / implementation meetings.
- Ensure clear communication of administrative issues through regular engagement with Team Leaders and Managers.
- Work collaboratively with the Team Leaders and Managers to monitor and maximise the performance of the administrative team through appropriate structuring of administrative duties and performance management.
- Facilitate the advanced administrative functioning within Allied Health Specialist Clinics through provision of IT support to clinical staff as required, including orientation of new clinical staff to administrative and IT processes.
- Ensure efficient team functioning through Capital Expenditure (CAPEX) submission, FMIS ordering and coordination / creation of appropriate resource library and directory.
- Support the Manager Subacute Clinics and Allied Health Acute Specialist Clinics through completion of special administrative projects, recording of minutes, preparation of reports and tasks as negotiated.
- Participate in organisational projects as required.
- Maintain and extend knowledge of administrative skills through attendance at relevant courses, conferences and education opportunities.
- Provide supervision and leadership to the Allied Health Administration staff to ensure all key priority tasks are performed.
- Lead individual staff performance appraisal and performance management processes
- Co-ordinate rostering and leave cover for staff
- Co-ordinate administrative team workload
- Generate regular reports, on all aspects of program activity as directed
- Inform the development of administration policies, processes, and systems and adhere to documented procedures
- Actively participate in a team environment in a positive and flexible manner
- Share information and work cooperatively with all administration team members to ensure adequate coverage of duties and a fair balance of workloads to meet fluctuating demands
- Perform administrative tasks as required
- Work across Eastern Health sites depending on service demands

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

- Has a track record of being able to effectively lead and supervise a team to ensure efficient, effective and high-quality work outcomes or has demonstrated capacity.
- Demonstrated strong administrative skills in relation to:
 - problem solving,
 - appropriate task delegation
 - time management and working to deadlines
 - systems development
 - organizational skills
 - verbal and written communication skills.
 - Performing work requiring a strong eye for detail.
- Strong interpersonal skills
- Demonstrated experience in supervising staff, staff rostering and leave co-ordination
- Commitment to continuous service improvement
- Experience utilising patient management software and being able to efficiently run, analyse and interpret data reports
- Medical terminology knowledge
- Health care service experience
- Excellent IT skills including word processing, Outlook and Excel
- Commitment to adhering to Eastern Health values and strategic directions including being patient centred, collaborative, and upholding confidentiality and privacy of client information
- Ability to develop administrative policies, processes and systems and adhere to documented administrative procedures.
- Ability to undertake positive conflict management strategies

Desirable

- A business / office qualification and experience
- Experience using IT systems including AlliedOne, CPF, Electronic Medical Record, iPM, Microsoft 365

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