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| **Position Title** | Executive Assistant to Director Development and Improvement |
| **Position Number** | N5828 |
| **Department** | Development and Improvement |
| **Classification** | HS3 – Administration Grade 3 |
| **Agreement**  |  Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 – 2025  |
| **Reports to:** | Director Development and Improvement |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

The role of the Executive Assistant is to provide advanced administrative support to the Director, designated committees and workgroups within the Development and Improvement Directorate.

**Department / Unit Specific Overview**

The Development and Improvement Department supports East Grampians Health Service by delivering, implementing and monitoring systems and processes that provide the framework for safe, effective and person-centred care.

**Our Values**

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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service (EGHS) is a rural health service located in Ararat and Willaura in Western Victoria. EGHS is an integral part of a thriving community and is committed to providing quality health and wellbeing services to people of all backgrounds.

Serving a diverse community, EGHS delivers an extensive range of acute, residential, home and community-based services. We strive to continually improve our services to best meet the needs of our consumers and the community.

**Our Vision**

East Grampians Health Service will improve the health, wellbeing and the quality of life for our community.

**Our Purpose**

To meet people’s health needs through leadership, strong partnerships and wise use of resources.

**Strategic Actions**

See [Strategic Plan 2023 – 2027](https://intranet.eghs.net.au/Files/Publications/EGHS%206pp%20DL%20Strategic%20Plan%20%282023-27%29.pdf).

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY%2C%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

[Child Safe – SOPP 57.24](https://intranet.eghs.net.au/Files/Policies/CHILD%20SAFE%20-%20SOPP%2057.24.pdf#search=57%2E24)

* Be respectful of the needs of consumers, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates to your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check. Also provide a National Disability Insurance Scheme (NDIS) worker check or the necessary details (if required).
* Identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients, consumers and visitors
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.

East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Provide administrative support to the Director Development and Improvement (e.g. manage appointments/meetings, reporting, coordinate human resources/recruitment), as well as other staff in the Directorate and wider organisation as required.
* Prepare committee papers, agendas, minutes, action lists, reports and other correspondence and ensure circulation of all relevant information to members.
* Provide administrative support for databases/programs such as *Prompt Documents*, *VHIMS*, *Smartsheet* and *SharePoint* (intranet) as required.
* Coordinate the annual audit schedule, including administration of the relevant audit platform.
* Collect accurate data and prepare reports as required.
* Provide administrative support for the internal audit process as required.
* Administer the Development and Improvement staff rosters.
* Assist with document control activities, including updating of policies, practice guidelines and procedures.
* Actively support quality improvement, including projects as delegated
* Advance assigned portfolios of work aligned with the responsibilities of the Directorate.
* Provide support, and when required, leadership to administrative and project staff within the Directorate.
* Support the efficient functioning of the Directorate.
* Other duties as required.

**Key Performance Indicators**

* Demonstrates practice within the Vision, Purpose and Values of EGHS.
* Meets deadlines for the distribution of committee agendas and preparation of minutes.
* Meets deadlines for the collection/collation of data and/or reports.

Key Selection Criteria

**Essential Criteria:**

* A high standard of professional competence in administration.
* Proficiency in programs such as Microsoft Office (including Word and Excel) and Adobe.
* Strong written and verbal communication skills.
* Well-developed organisational skills and the ability to prioritise.
* High-level problem-solving skills, with demonstrated innovation.
* Exceptional teamwork and an ability to lead others when required.
* Ability to work independently when required.
* Ability to liaise across the full spectrum of services and relate positively to a wide range of people.

Must comply to having or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* Immunisation requirements (annually)

**Desirable Criteria**

* Qualifications in administration or similar discipline.

**Acknowledgement**

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| Employee Name |
| Employee Signature | Date |
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| Manager Name |  |
| Manager Signature  | Date |
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| Developed Date (MM,YY) | 08/24 |
| Developed By Name | Jaclyn Bishop |
| Developed by Title | Manager, Development and Improvement |