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| **Position Title** | Executive Assistant to Director of Clinical Services |
| **Position Number** | N5732 |
| **Department** | Executive Services  |
| **Classification** | HS 3 – Administration Grade 3 |
| **Agreement**  | Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025 |
| **Reports to:** | Director of Clinical Services  |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

The role of the Executive Assistant to provide high level administrative assistance to the Director, Deputy Director, designated committees and workgroups within Clinical Services Department

**Department / Unit Specific Overview**

The role of EGHS executive services is to implement organisational strategic direction. In addition to our Chief Executive Officer, executive services consist of several specialist areas including Quality Assurance, Development and Improvement, Human Resources, Payroll, Community liaison and Financial services.

**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 |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
| **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 |
| **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 |
| **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 is a rural health service located in Ararat and Willaura in Western Victoria and is an integral part of a thriving community that is committed to quality services providing health and wellbeing to people of all backgrounds.

Serving a diverse community, East Grampians Health Service 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 patients, residents 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)

* Be respectful of the needs of patients, 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 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.
* All staff are expected to 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.
* 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**

* Role model a professional approach to work practices, interpersonal relationships, teamwork and communication for EGHS administration staff
* Undertake responsibility and accountability for projects as delegated
* Administer and coordinate the meetings and agendas for the EGHS Building for the Future Foundation committee
* Manage diaries, scheduling and appointments for the Director and Deputy Director of Clinical Services
* Maintain a positive working relationship with staff, Board and external agencies
* Prepare committee papers, agendas, minutes, reports and other correspondence and ensure circulation of all relevant information to relevant members
* Maintain systems which ensure compliance with information management legislation and guidelines
* Ensure documentation meets legal, professional and organisational standards
* Maintain strict confidentiality with reference to all matters
* Maintain accurate and timely documentation
* Collect and collate accurate data and statistics
* Actively support quality improvement
* Actively participate in the Personal Development Plan system
* Maintain and increase expertise, skills, knowledge and competencies required to fulfil requirements of position
* Supports office of CEO
* RosterOn management for Clinical Managers

Key Selection Criteria

**Essential Criteria:**

1. A high standard of professional competence
2. Excellent communication, negotiation, organisational and time management skills
3. Ability to set priorities, work under pressure and complete tasks within specified time frames
4. Customer service focus
5. Problem solving skills
6. Excellent organisational skills
7. Self-reliant, motivated, able to work independently and innovatively and respond to situations appropriately, while working within EGHS policies and protocols
8. Able to liaise across the full spectrum of services and relate positively to a wide range of people
9. Demonstrated ability to deal with a range of complex situations
10. Commitment to quality, best practice and environmental safety
11. Proficient in the use of a range of computer software programs including Microsoft Office at the level required to fulfil this position
12. Current drivers licence

**Must comply to having or completion of:**

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

 **Desirable:**

* 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:** |  |
| **Developed By – Name:** |  |
| **Developed by – Title:** |  |