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| **Position Title** | Human Resources Assistant  |
| **Position Number** | N5978 |
| **Department** | Executive Services  |
| **Classification** | Administration Grade 1A/1 – HS1A/HS1 (dependant on experience and knowledge) |
| **Agreement**  | Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 – 2025  |
| **Reports to:** | Human Resources Manager  |

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| **POSITION DESCRIPTION** |  |

**Position Purpose**

To provide support to the Human Resources Department in accordance with health service policies, enterprise agreements and legislative requirements. Including administrative and clerical assistance for Staff Credentialing, WorkCover, Recruitment, and other HR activities.

**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 |
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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 patients, 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 patients, 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**

* Administer annual staff credentialing processes ensuring all employees have accurate and up to date professional registrations and employment checks
* Collect and collate employee data for inputting into Chris21 system
* Assist with the administration of new employees ensuring all documentation is provided and collected in a timely way prior to the employee commencing
* Scanning and uploading HR documentation to HR shared drive
* Administer the on-boarding of new employee including organising of the EGHS Orientation day
* Participate in information and data management collection to assist in meeting operational and strategic needs
* Providing high quality customer service in all day to day HR related activities
* General filing and administrative tasks

**Key Performance Indicators**

Key performance measures are how you are measured as to meeting the responsibilities of the position listed above. These measures will be used as a part of the Personal Development Plan (PDP) to be commenced within the first three months of the appointment and then to be reviewed on an annual basis.

* Efficient and timely response to HR enquires
* Meeting of deadlines for the updating of annual staff credentialing
* Timely and accurate organisation of new employee files

Key Selection Criteria

**Essential Criteria:**

* Capacity to work as a member of a small team in a busy office environment
* Experience in a Human Resources or administration role
* Self-reliant, motivated, able to work independently and innovatively and respond to a situation whilst working within EGHS policies and protocols
* Excellent communication, organisational and time management skills
* Attention to detail
* Able to communicate effectively to a wide range of people
* Demonstrated proficiency in Microsoft Office (including Word and Excel)

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

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

 **Desirable Criteria**

* Experience in Human Resource administration role
* Previous Chris 21 experience is advantageous but not essential
* Working knowledge of current Health Service Awards and Enterprise Bargaining Agreements

**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:** | **October 2024** |
| **Developed By – Name:** | **Ros Bloomfield** |
| **Developed by – Title:** | **Human Resources Manager** |