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| **Position Title** | Administrative Assistant |
| **Position Number** | N5998 |
| **Department** | Development and Improvement |
| **Classification** | HS1A |
| **Agreement** | Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 – 2025 |
| **Reports to:** | Executive Assistant, Development and Improvement |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

The Administrative Assistant will undertake general administration duties to support the broad functions of the Development and Improvement Department.

**Department / Unit Specific Overview**

The Development and Improvement Department supports EGHS by delivering, implementing and monitoring systems and processes that provide the framework for good clinical governance. It also encompasses the EGHS Research Unit.

**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(2023-27).pdf).

**Organisational Responsibilities**

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

[Victorian Public Sector - Code of Conduct](https://vpsc.vic.gov.au/wp-content/uploads/2015/03/VPSC_Code_VPSE_WEB.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](https://app.prompt.org.au/download/212511?code=5d442723-b08d-4b82-89fd-8af3921b55d0)

[Hand Hygiene - SOPP 70.18](https://app.prompt.org.au/download/212553?code=a486529d-4f8b-4c5d-87e9-0677d33410ac)

[Occupational Health and Safety - SOPP 72.09](https://app.prompt.org.au/download/212266?code=30bd9101-9aed-4e89-b831-6fa3f5259387)

[Person Centred Care - SOPP 60.20](https://app.prompt.org.au/download/212400?code=b1b12d5e-e692-4050-97d2-43a017eae1ae)

[Safety - SOPP 72.13](https://app.prompt.org.au/download/212267?code=c44edf2f-251e-4e14-b4ca-768f1953d544)

[Performance Development - SOPP 35.27](https://app.prompt.org.au/download/212614?code=fb4b7ac9-47f4-4a51-9f1d-532615eed103)

[Risk Management - SOPP 74.01](https://app.prompt.org.au/download/212447?code=f566d6fd-4a43-41b3-9411-3994e7bb929e)

[Child Safe – SOPP 57.24](https://app.prompt.org.au/download/212379?code=371643ca-b971-4108-ad32-9be038f25930)

* 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**

* **Document management**: create, update and/or format EGHS documents as required and upload these into the *Prompt Documents* system, send reminders for document requiring review and follow up overdue documents.
* **Committee support**: prepare agenda, record minutes and undertake other administrative duties for the allocated committees.
* **Systems support:** provide administrative support to programs such as the *Victorian Health Incident Management System (VHIMS*), *Prompt Documents*, *Smartsheet* (or equivalent), the audit system and the intranet.
* **Request triaging**: review requests to the Development and Improvement Outlook inbox and action relevant tasks.
* **Reports:** prepare and format written reports, extract data from systems and format the data as required.
* **Departmental support:** coordinate meetings, assist with promotion and set up for departmental events, manage diaries and appointments.
* **Other administrative duties:** as directed

**Key Performance Indicators**

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

* Maintenance, within agreed parameters, of the organisation’s document management system.
* Provision of timely and accurate documents.
* Evidence of quality improvement.
* Demonstration of the values of East Grampians Health Service in action.

Key Selection Criteria

**Essential Criteria:**

* High level computer skills including Microsoft Word, Outlook and Excel (or the ability to enhance these skills quickly to the required level).
* Demonstrated strong attention to detail.
* Self-reliant, motivated and able to work independently.
* Excellent communication, organisational and time management skills.

Must comply to having or completion of:

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

**Desirable Criteria**

* Experience/qualifications in administration or similar discipline.
* Previous experience preparing agendas and taking meeting minutes.

**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) | 08,25 |
| Developed By Name | Jaclyn Bishop |
| Developed by Title | Director Development and Improvement |