

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Executive Assistant
<b>Position Number:</b>	519730
<b>Classification:</b>	General Stream Band 3
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North West – Allied Health
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	North West
<b>Reports to:</b>	Director - Allied Health Services (North West)
<b>Effective Date:</b>	April 2019
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment

*Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.*

## Primary Purpose:

Provides project, research and administrative support to the Director - Allied Health Services (DAHS) and the General Practice Liaison Officer (GPLO) including the management of clinical, financial and administrative information and correspondence which is often of a confidential and highly sensitive nature.

Contributes to the administration team to ensure sustainable administration support is available at all times, including but not limited to shared duties such as mail collection and delivery and shared stock ordering.

## Duties:

1. Provide administrative support to the DAHS and the GPLO.
2. Provide direct support to the DAHS and the GPLO through note taking, preparation of correspondence, filing, organisation and scheduling of meetings and other appointments and maintaining a comprehensive diary of appointments.

3. As required research, compile and coordinate background notes, briefings and other management information, Ministerials, collation of statistical data including maintenance of databases, and preparation of reports.
4. Undertake project support tasks as assigned.
5. Complete administrative tasks for the Transition Care Program under the direction of the DAHS including but not limited to Medicare Payment Summaries and Claim Forms, Quarterly Reports and e-filing of patient commencing and discharge summaries, a reconciliation of provider tax invoices.
6. Coordinate and provide secretarial assistance to committees as requested by the DAHS & GPLO including scheduling, collation of agendas and meeting papers, preparation of accurate minutes, membership and reporting.
7. Provide administrative and project support services to senior staff involved in health service accreditation.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

- Responsible to the DAHS for the effective and efficient provision of a high level of administrative and secretarial functions including project management support.
- Operate with limited supervision, exercising independence and autonomy in relation to day to day tasks and is responsible for ensuring that all work undertaken is thorough, well research, accurate and timely.
- Expected to exercise considerable initiative, flexibility, creativity, judgement, confidentiality and interpretive skills in carrying out the duties of the position.
- Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Demonstrated experience in undertaking administrative and secretarial duties in an efficient and well-organized manner, the proven ability to prioritise multiple and competing work requirements to meet agreed deadlines.
2. Sound knowledge and experience of current office management practices; including the utilisation of contemporary computer applications.
3. Well-developed interpersonal and communication skills, including the ability to undertake duties in a proficient manner, with a high level of confidentiality, and effectively liaise with internal and external clients, while maintaining a high level of customer satisfaction.
4. An understanding of project management and the capacity to work in support of project objectives.
5. Demonstrated ability to work both autonomously and as part of a team.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles and Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).