

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Executive Assistant
Position Number:	521061
Classification:	General Stream Band 3
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals North/North West – Launceston General Hospital (LGH)
Position Type:	Permanent, Full Time
Location:	North
Reports to:	Executive Director of Medical Services
Effective Date:	May 2021
Check Type:	Annulled
Check Frequency:	Pre-employment

NB. 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:

Provide a high level of secretarial and administrative support to the Executive Director of Medical Services by undertaking a diverse range of administrative projects and activities.

Administer and maintain effective systems to assist with monitoring medical practitioner current employment contracts, registration, and credentialing.

Maintain the Executive Director of Medical Services' Calendar.

Duties:

1. Provide a high level of general administrative and secretarial support to the Executive Director Medical Services, this includes, but is not limited to, general administrative tasks such as reception of visitors, preparation of meeting documentation, minute taking, correspondence, filing, drafting, and editing documentation.
2. Coordinate and provide secretarial assistance to committees as requested by the Executive Director of Medical Services including compilation of agenda papers and minutes, and management of confidential information.
3. Under departmental Emergency Response arrangements, set up the Emergency Operations Centre and prepare issue briefings to the Regional Medical Commander, and provide administrative support to the Emergency Operation Centre.
4. Work within a team environment on a range of projects as directed by the Executive Director of Medical Services.
5. Act as the Credentialing Officer for the North (co-ordinate the process of credentialing documentation for the Credentialing and Scope of Clinical Practice Committee.)
6. Manage and coordinate the timely provision of Death Certificates, including liaison with Funeral Services.
7. 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:

The Executive Assistant will operate with limited supervision, independence, and autonomy in relation to day to day tasks and is responsible for:

- Provision of a high level of administrative and secretarial support functions for the Executive Director of Medical Services.
- Maintaining a high level of confidentiality.
- Assisting in the facilitation of all administrative aspects of the credentialing process.
- Provision of essential administrative support within the Emergency Response Team.
- Where applicable, exercising 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.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participating in and contributing 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.

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 ability to organise, set priorities and meet deadlines together with demonstrated capacity to deal with a number of tasks concurrently in a demanding environment.
2. Well-developed computer skills and demonstrated experience in using internet/intranet applications, word processing, PowerPoint, databases, spreadsheets, and computer software packages with a high level of accuracy and independence.
3. High level communication and interpersonal skills, including liaison skills with the ability to develop constructive working relationships with a broad range of people including senior medical staff, internal and external clients, organisations, and regulatory bodies in a confidential manner.
4. Experience in working with legislation, guidelines and procedures relating to human resource issues, specifically medical recruitment, together with an understanding of the requirements set out by external bodies such as AHPRA and the Department of Immigration and Citizenship, or the capacity to acquire this knowledge.
5. Demonstrated ability to work independently with initiative and decision-making skills under limited supervision.

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 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](#).