

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Executive Assistant
Position Number:	501111
Classification:	General Stream Band 3
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals South – Sexual Health Service
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Statewide Director Sexual Health Service
Effective Date:	May 2015
Check Type:	Annulled
Check Frequency:	Pre-employment
Position Features:	Some intrastate travel may be required

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:

Ensure the efficient coordination of administration activities within Sexual Health Service's Hobart office, the Executive Assistant:

- Facilitates effective communication processes for internal and external stakeholders, on behalf of the Statewide Director Sexual Health Service (SHS).
- Provides direct high level executive support to the Statewide Director SHS.
- Provides an administration service to the multidisciplinary SHS health care team.

Duties:

1. Provide direct executive support to assist with meeting the operational requirements of the Statewide Director SHS. This includes:
 - coordination and distribution of incoming and outgoing correspondence;
 - scheduling and organising meetings;
 - preparing meeting related documentation including agendas and minutes; and
 - coordinating travel arrangements and bookings.
2. Assist in the development, maintenance and monitoring of SHS' communication systems to ensure the timely flow of information.
3. Participate in the planning and implementation of projects including the Archiving Schedule Project.
4. Provide high level executive support to assist project related outcomes.
5. Prepare and coordinate SHS-related research project documentation for the Statewide Director SHS, as required.
6. Coordinate and maintain SHS petty cash, stationery, vehicle bookings and office requisites.
7. Contribute towards the provision of optimal administrative workflows within SHS by identifying opportunities to improve service delivery and support the resolution of operational issues.
8. 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:

Within a multidisciplinary team and under the direction and supervision of the Practice Manager - SHS, the Executive Assistant will:

- Exercise initiative, judgement, discretion and confidentiality when undertaking all tasks for the Statewide Director SHS.
- Perform all duties in accordance with established procedures, guidelines and SHS protocols.
- Apply flexibility, adaptability and initiative to efficiently self-manage and prioritise time and tasks to support day to day work changes and shifting priorities.
- 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.
- 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.

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. Knowledge of, and experience in, contemporary office management administration practices and processes within a health care setting, including demonstrated and effective time management and organisational skills.
2. High level interpersonal and verbal and written communication skills together with the proven ability to effectively liaise with and inform a wide range of clients, including a multidisciplinary health team.
3. Comprehensive knowledge of and experience in Microsoft Word, Powerpoint, Excel and Outlook and other administrative systems.
4. Demonstrated skills and experience in the preparation and production of high quality documentation which requires attention to detail, accurate spelling and the correct use of grammar.
5. Proven ability to apply self-management skills, attention to detail and sound judgement to support the achievement of deadlines.
6. Demonstrated experience in working effectively both individually and as part of a team within an environment that is subject to work pressure, competing priorities and change.

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](#).