

TO: Brenton Baker – A/Administration Manager

Agency Details

Branch:	Southern Fleurieu Health Service		
Position Title:	Administration Officer Casual Pool	Classification:	ASO2
E-Recruitment Req Number:	863692	Position Number:	P24006

Broad Summary of the Position

The Administration Officer is responsible for the provision of a high quality, confidential; customer focused administrative service to clients, staff and visitors for the Barossa Hills Fleurieu Local Health Network. This will include provision of a reception service, admission and discharge of patients, preparing and running patient/client information reports, word processing/data entry, medical record administrative services and providing clerical/administrative support.

Advertising Details

Position was advertised as:

<input type="checkbox"/>	Ongoing / Permanent			
<input type="checkbox"/>	Temporary Contract	Up to: X Months	OR	End date: Click or tap to enter a date.
<input type="checkbox"/>	Temporary Contract (Up to 12 months for Weekly Paid)	Up to: X Months	OR	End date: Click or tap to enter a date.
<input type="checkbox"/>	Health Care Act 1-5 year contract (Project/Externally Funded)	Up to: X Years	OR	End date: Click or tap to enter a date.
<input type="checkbox"/>	Health Care Act – Temporary	Up to: X Years	OR	End date: Click or tap to enter a date.
<input checked="" type="checkbox"/>	Casual	Hours per Week: As Required (Casual)		

Advertising Media:

<input type="checkbox"/>	Expression of Interest (Internal)		Date Advertised:	
<input type="checkbox"/>	Expression of Interest (Whole of Govt)		Date Advertised:	Click or tap to enter a date.
<input type="checkbox"/>	Notice of Vacancies	Vacancy Number: <input type="text" value="Insert vac number"/>	Date Advertised:	Click or tap to enter a date.
<input checked="" type="checkbox"/>	External Media (specify):	<input type="text" value="lworkforsa"/>	Date Advertised:	12/04/2024
<input type="checkbox"/>	Other (specify):	<input type="text" value="Insert type, i.e. graduate register"/>	Date Advertised:	Click or tap to enter a date.

Closing Date: 01/03/2025

Applicant Details

The advertisement attracted (**insert number**) number applicants. Please refer to the attached Applicant Listing for a complete list of applicant details.

A letter acknowledging receipt of applications was sent to all applicants on:

Click or tap to enter a date

Panel Composition

The selection panel comprised of:

Chairperson:	Sara Hamilton
Panellist:	Maria-Grazia Spataro
Panellist:	Lesley Place

The Selection Process

Shortlisting

Each Panel member received a copy of the applications and employee declarations from e recruitment to consider and examine on an individual basis the relative merit in accordance with the requirements of the role.

Following this assessment and discussion, the panel completed the shortlist on **(09/05/2024)**, and agreed that the following applicants would be short listed for interview.

Shortlisted applicants:

1. Kate Forth, Self Employed Hairdresser
2. Stacey Jelfs, Pharmacy Dispensary Technician, National Pharmacies
3. Anita Browne, Administration Assistant, VEOLIA
4. Kirsten Miller, Administration Officer, Norfolk House Medical Centre
5. Keira Treloar, Accounts & Admin Support + Co-Owner, CT Quality Building Inspections (**declined interview – accepted another offer outside of SA Health**)
6. Kalise Pansini, Sales & Service Consultant, People's Choice Credit Union (**did not respond to interview invite**)

Question Design

The panel discussed and designed interview questions, which directly related to the person specification and to ensure all members were conversant with the selection process and the merit principle. In particular the panel agreed that the priority factors to investigate further at interview were:

1. Modelling respectful behaviour in the workplace
2. Understanding of confidentiality
3. Understanding of "Closing the Gap"
4. Availability as a casual over a 7 day period
5. Relevant background, qualities & skills
6. Problem solving abilities

Interviews

Interviews were arranged for **16/05/2024**. Applicants were advised verbally and in writing of the times, date, venue and panel membership.

Referee Reports

The panel agreed to seek 2 referee reports on applicants. Referee questions were designed following the interview process to seek further information on the applicants. Referee reports completed on (21/05/2024).

Decision Process

The panel met after the interviews, and the decision process involved panel members systematically evaluating and discussing all information gathered on each applicant.

The decision was unanimous and a summary of the relative merit of the applicants for the position is detailed below.

Assessment of Interviewees

The following assessments were made:

STACEY JELFS– RECOMMENDED AND 1st PREFERRED

Stacey showed a great understanding of confidentiality, respectful behaviour and problem solving abilities which were demonstrated in referring back to her current role working as a dispensary technician at National Pharmacies. She has had a lot of experience in the role working in multi-disciplinary environments with pharmacists, doctors, nurses and other dispensary techs, and expressed a capability of being able to have several jobs on the go, prioritise them, and get them all done. This was good reflection of how she would manage similar environments in a hospital setting.

Her referees gave exceptional reference checks and had no hesitation in recommending her for the role.

Her only requirement regarding her availability for any casual shifts is she would need to do school drop offs every day, but available after that time.

KATE FORTH – RECOMMENDED AND 2nd PREFERRED

Kate has been self-employed as a hairdresser for many years and advised this was her first panel interview she had ever had. Despite this, she was very confident and well presented, and the panel agreed that she showed a good understanding of most of the questions asked. Although she has not worked in an administration role before, her current role as an owner of a business involves a lot of admin-based activities that would transfer well in a purely admin based role, as well as a requirement to be confidential about her clients, especially working in a small town. She was asked if she is able to pick up new programs and learn well, which she said she is confident she would be able to do so.

Her referees both stated that she is exceptionally professional and friendly, and highly recommended her for the role.

She would like to continue hairdressing for 2-3 days per week but expressed that she would be available the rest of the week required to pick up casual shifts.

KIRSTEN MILLER – RECOMMENDED AND 3rd PREFERRED

Kirsten has had a few years of experience working in health and aged care in the private sector, and as a result showed a good understanding of the questions asked. Although questions were not answered with a great amount of detail, the panel agreed that she still proved to have enough knowledge and experience to answer them well enough to be recommended. She may require a bit of assistance in knowing priorities, as expressed by referees, but she does pick up new roles quickly and is a team player.

Her referees both recommended her and said she'd be a friendly addition to a team.

She is available any time for casual shifts.

ANITA BROWNE – NOT RECOMMENDED

Anita was well presented and confident during her interview, and answered questions to the best of her ability – although some of the answers were lacking depth and understanding. The panel found she often veered off track from each of the questions and seemed easily distracted at times. This continued throughout the interview and although she was extremely friendly, the panel agreed that we were concerned this could continue in a working environment which could affect her ability to work in highly busy roles, as well as potentially distract other employees, and therefore would not recommend her for this position at this stage.

Criminal and Relevant History Screening/ Registrations/ Licences/ Qualifications

- Recommended applicant has the required Criminal and Relevant History Screening check/s in accordance with the [SA Health Criminal and Relevant History Screening Directive](#) and [Criminal and Relevant History Screening Sharepoint Page](#).

NB Criminal and Relevant History Screening check/s must be received and assessed prior to an offer of employment being made.

- Recommended applicant is eligible to apply for the position, and original evidence of essential qualifications/licences/registration has been sighted (if applicable)
- Determined the commencing increment level for recommended applicant (information is to be included on the Contract Request Form)
- Relevant AHP & Doctor positions have gone through the appropriate credentialling process (Credentialling evidence to be attached to the Contract Request Form)
- HCW Pre Employment Health Assessment & any other follow up immunisations completed (*relevant employees only, please refer to the Health Assessment Form.*)
[Infection Prevention and Control Manual](#)

Recommendation

It is therefore recommended that Stacey Jelfs, Kate Forth and Kirsten Miller be nominated for appointment on Casual basis for the position of Administration Officer – Casual Pool at ASO201.

If you concur please approve by signing as delegate below.

Panel members:



Sara Hamilton
CHAIRPERSON



Maria-Grazia Spataro
PANELLIST

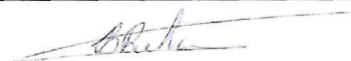


Lesley Place
PANELLIST

Delegated Approval

I acknowledge that the position I currently occupy has the delegated authority to approve this document as per [HR Delegations](#)

APPROVED / NOT APPROVED

Name	Brenton Baker		
Position title	AVAdministration Manager	Delegation level	5
Signature		Date	08/06/2024

Note: The recommendation must be on the same page as the panellists' and delegate's signatures. Ensure all documents relating to the selection process are included in the Schedule.

