

## Statement of Duties

<b>Position Title:</b> Administrative Officer	<b>Position Number:</b> 508397	<b>Effective Date:</b> March 2018
<b>Group and Unit:</b> Tasmanian Health Service (THS) – Complex, Chronic and Community Service		
<b>Section:</b> Cancer Services	<b>Location:</b> South	
<b>Award:</b> Health and Human Services (Tasmanian State Service)	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Full Time	
<b>Level:</b> Band 3	<b>Classification:</b> General Stream	
<b>Reports To:</b> Head of Department		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

- Provide high-level business, secretarial and administrative support, and assist in the efficient and effective operation of the Medical Oncology and Clinical Haematology Departments at the Royal Hobart Hospital.
- Provide a wide range of administrative services and undertake specific projects as required.

### Duties:

1. Provide general business and high-level clerical support, and maintain efficient and effective unit operation, including the maintenance of stores and resource material, liaison with internal and external representatives, and booking of venues and equipment for meetings.
2. Assist with basic research, draft routine correspondence and format reports and information.
3. Set up, maintain and ensure the integrity of databases and spreadsheets as required for administrative and quality improvement activities.
4. Provide a comprehensive reception service and deal with routine matters and enquiries, including the coordination of electronic diary and travel arrangements for the Head of Department and clinical staff.
5. Undertake general office duties including the provision of word processing services, registration and dispatch of correspondence and the maintenance of records, information systems and data entry.
6. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.

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.

### **Scope of Work Performed:**

The Administrative Officer is required to work independently at times and with minimal supervision on a day to day basis. Overall direction and guidance is provided by the Head of Department. The occupant will:

- Provide administrative support for the team through efficient and effective office management and administrative tasks.
- Be directly responsible for the accurate and timely completion of daily and regular tasks.
- Exercise reasonable care in the performance of duties consistent with the relevant Work Health & Safety legislation and will be responsible for orientation of relief staff in an efficient and safe manner.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

### **Essential Requirements:**

*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.*

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 a demonstrated capacity to handle a number of tasks concurrently in a demanding environment.
2. High-level written and verbal communication skills, with the ability to liaise with a wide range of patients and senior medical staff in a sensitive and confidential manner.

3. Sound knowledge and experience of administrative practices and the use of contemporary computer applications and hospital information systems with accurate data entry skills.
4. Demonstrated knowledge of medical terminology and the ability to prepare correspondence for medical staff of the departments.
5. Demonstrated commitment to continuous quality improvement with the ability to use initiative, interpret and analyse relevant information and decide on an appropriate course of action.

### **Working Environment:**

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

*Fraud Management:* The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

*Blood borne viruses and immunisation:* Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

*Records and Confidentiality:* Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

*Smoke-free:* The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.