

Statement of Duties

Position Title: Administrative Assistant	Position Number: 507835	Effective Date: March 2016
Group and Unit: Tasmanian Health Service (THS) - Hotel Services and Logistics		
Section: Environmental Services	Location: South	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: Band 2	Classification: General Stream	
Reports To: Manager Environmental Services		
Check Type: Annulled	Check Frequency: Pre-Employment	

Focus of Duties:

The Environmental Services unit of the Tasmanian Health Services is responsible for the provision of cleaning, waste management and linen services to all THS – Southern Region hospital facilities.

The Administrative Assistant provides efficient and effective, reception, administrative and clerical support services to this unit.

Duties:

1. Undertake receptionist duties, including dealing with routine matters, answering phones, referring calls to relevant staff and taking messages.
2. Provide administrative support to ensure that the operations of Environmental Services Unit are maintained in an effective, up to date and accurate manner.
3. Maintain computerised records relating to the operation of the unit, including:
 - Account preparation and monthly processing of accounts.
 - Reports and reconciliation of linen and waste management and cleaning data.
 - Pay reports and reconciliation.
 - Prepare requisitions for staff uniforms.
4. Coordinate staff time sheets and leave applications, ensuring accuracy prior to submitting to the Manager Environmental Services for approval.
5. Undertake data entry and maintain the integrity of data bases and spreadsheets as required for administrative or quality improvement purposes; including staff work sheets, applications for leave and leave planner.
6. Prepare routine correspondence using computer based applications and distribute messages, mail and documents.

7. Attend staff meetings, arrange agenda and minutes and book venues for meetings.
8. 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.
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.

Scope of Work Performed:

- Responsible to the Manager Environmental Services for the completion of routine clerical and administrative duties and for maintaining confidentiality in accordance with the State Services Code of Conduct.
- Accountable for the accurate completion of tasks in an efficient, effective and safe manner.
- Responsible for working effectively as part of a management team and ensuring deadlines are met.
- 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 undertake administrative and clerical duties with a high degree of accuracy and timeliness, along with sound knowledge of administrative financial procedures, policies and legislation associated with accounts receivable and payable or the ability to

acquire this knowledge.

2. Understanding of rostering principles and procedures including a working knowledge of computer based rostering, timesheet and staff records, or the ability to acquire such knowledge in a timely manner.
3. Demonstrated ability to process data, reconcile reports, prepare payroll documentation and attend to enquiries within established guidelines.
4. Good organisational skills and the ability to meet deadlines and manage workloads under routine supervision.
5. Ability to exercise initiative and judgment when dealing with changing priorities and the capacity to maintain high level of confidentiality when dealing and processing information.
6. Well-developed interpersonal and communication skills with the ability to deal with managers, colleagues and the general public in a professional and courteous manner.
7. Understanding of Work Health and Safety principals and their practical application.

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.