DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Executive Assistant |
| **Position Number:** | 530532 |
| **Classification:** | General Stream Band 3 |
| **Award/Agreement:** | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Community, Mental Health and Wellbeing– Statewide Mental Health Services Forensic Health Services – Wilfred Lopes Centre **Health and Wellbeing**  Mental Health, Alcohol and Drug Directorate – Wilfred Lopes Centre |
| **Position Type:** | Permanent, Full Time/Part Time |
| **Location:** | South |
| **Reports to:** | Nurse Unit Manager, Wilfred Lopes Centre |
| **Effective Date:** | September 2024 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Position Features:** | Current Driver’s Licence  This position is located with a forensic setting at the Wilfred Lopes Centre and the occupant will be working in an environment that requires all staff to be aware to any matter concerning security and safety of patients, staff and the Wilfred Lopes Centre.  The occupant will also be required to comply with all security practices and procedures of the Wilfred Lopes Centre including biometric identification. |

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:

In accordance with established policies, guidelines, systems and processes, the Executive Assistant will:

* Provide high level of administrative and executive support to the Statewide Specialty Director, Forensic Mental Health Services and Nurse Unit Manager, Wilfred Lopes Centre.
* Manage the day to day running of the office and ensure the efficient flow of information and correspondence relating to the activities of the unit, including supporting and providing direction to other administrative staff.

### Duties:

1. Provide high level administrative and executive support to the Statewide Specialty Director – Forensic Mental Health Service and Nurse Unit Manager – Wilfred Lopes Centre to assist in meeting the organisational requirements of Statewide Forensic Mental Health Services and Wilfred Lopes Centre including;

* Maintaining a comprehensive diary of appointments, scheduling of meetings, minute taking and compilation of agenda papers for the Statewide Specialty Director – Forensic Mental Health Services and Nurse Unit Manager – Wilfred Lopes Centre.
* High level, sensitive and confidential reception and secretarial services.
* Compile and coordinate background notes, briefings and other management information as required by the Statewide Specialty Director and Nurse Unit Manager, including the dissemination of requests for briefings to other staff within Forensic Mental Health Services.

1. Coordinate the provision of a range of efficient and effective office management support services for Wilfred Lopes Centre.
2. Participate in the development and revision of organisational documentation and policies and procedures.
3. Participate and contribute to a learning environment, through continuing education, training and professional development.
4. Assist the Legal Orders Coordinator, Forensic Mental Health Services, to coordinate record requests and other documentation reproduction as required.
5. Provide recruitment and rostering support for the Nurse Unit Manager – Wilfred Lopes Centre, including the inputting of staff leaves and leave auditing with ProAct, raising and tracking job cards in Page Up and collating of documentation.
6. Maintain petty cash for Wilfred Lopes Centre.
7. Undertake monitoring and ordering of stock in line with Wilfred Lopes Centre processes and processing of accounts utilising the Department of Health Finance system.
8. 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.
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.

### Key Accountabilities and Responsibilities:

The Executive Assistant is responsible for:

* Assuming a close working relationship with the Statewide Specialty Director – Forensic Mental Health Service and Nurse Unit Manager – Wilfred Lopes Centre and is expected to exercise confidentiality, initiative, a high level of judgement and discretion and be able to work independently on a day to day basis with reference to established procedures.
* Providing efficient day to day management of the Office of the Statewide Specialty Director – Forensic Mental Health Service and Nurse Unit Manager – Wilfred Lopes Centre and ensure the efficient flow of information and correspondence relating to the activities of the unit.
* Reports directly to the Nurse Unit Manager – Wilfred Lopes Centre.
* Maintaining corporate records and files.
* Maintain appropriate stock control and ordering of essential stores, including cleaning, medical and administrative supplies.
* Providing support and direction to other administrative staff.
* Complying with legislation and common law in the performance of duties.
* Championing a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
* 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.
* Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

### 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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Demonstrated understanding of contemporary office management practices in a multidisciplinary environment and the ability to perform effectively within a highly sensitive and technological environment.
2. Experience in setting work priorities to meet deadlines, and a demonstrated capacity to work with minimal supervision and handle a number of complex tasks concurrently.
3. Demonstrated ability to complete tasks with a high level of accuracy and attention to detail, and within set guidelines and time frames.
4. Proven ability to work both individually and as a member of a team in an environment subject to work pressures and changes.
5. Well developed interpersonal and communication skills including the ability to effectively liaise with a broad range of internal and external stakeholders, including clients, staff and suppliers and a demonstrated ability to professionally liaise with persons who are highly emotional.
6. Proven ability to investigate issues and problem solve, including the ability to research, recall, interpret and analyse information and recommend an appropriate course of action.

### 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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 | Tasmanian Department of Health](https://www.health.tas.gov.au/consumer-and-community-engagement-principles).