DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:**  | Administrative Officer - Business Support  |
| **Position Number:** | 523680 |
| **Classification:**  | General Stream Band 3 |
| **Award/Agreement:**  | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Hospitals North/North West – Launceston General Hospital Medicine  |
| **Position Type:**  | Permanent, Full Time |
| **Location:**  | North |
| **Reports to:**  | Director - Department of Medicine  |
| **Effective Date:** | December 2017 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |

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:

The Administrative Officer - Business Support undertakes a range of administrative and transactional processes, ensuring compliance in accordance with relevant service standards, legislation, Treasurer’s Instructions and Departmental policies and procedures.

The position is responsible for assisting the broader team in the day to day office operations of the Unit

### Duties:

1. Liaise with a broad range of stakeholders and provide advice, instruction and information relevant to administrative and finance operational processes.
2. Monitor and report on issues including outcomes of investigation and resolution of financial discrepancies and queries.
3. Investigate and resolve identified discrepancies and apply correct changes, calculation of codes, and preparing and inputting journals.
4. Assist in the monthly performance reporting as required by the Director - Department of Medicine**.**
5. Undertake and complete a range of clerical and administrative duties, including invoice requests, general correspondence and Ministerial correspondence.
6. 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.
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.

### Key Accountabilities and Responsibilities:

#### The Administrative Officer - Business Support works under general supervision from the Director - Department of Medicine and is responsible for ensuring compliance with established legislative requirements, guidelines, financial policies and procedures. The occupant is expected to exercise discretion, initiative and judgement when completing assigned tasks and is responsible for:

* Provision of accurate advice and information to stakeholders and for contributing to quality outcomes and system development.
* Champion 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.
* Comply 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. Well developed interpersonal and communication skills, both written and oral, including the ability to liaise effectively and provide information to a range of stakeholders.
2. Knowledge of accounting processes and procedures including financial regulations, legislation and polices and the ability to manage large quantities of data.
3. Demonstrated ability to undertake a wide range of clerical and financial duties and the capacity to produce work with a high degree of accuracy.
4. Proven ability to be flexible and adaptable, and work both independently and as a member of a team in an environment subject to rapid change, work pressures and deadlines.
5. Experience in the use of computer applications including financial management and patient information systems and Microsoft Office software, or the ability to quickly acquire these skills.

### 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](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).