



ROLE DESCRIPTION

Role Title:	Executive Assistant / Project Officer
Classification Code:	ASO3
LHN/ HN/ SAAS/ DHW:	DHW
Hospital/ Service/ Cluster:	
Division:	Clinical System Support & Improvement / Clinical Collaborative
Department/Section / Unit/ Ward:	South Australian Medical Education & Training (SA MET) Unit
Role reports to:	Director, SA MET Unit
Role Created/ Reviewed Date:	Reviewed June 2024
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

- > The Executive Assistant / Project Officer role is accountable for providing executive assistance and undertaking project and liaison activities for the Presiding Member of the South Australian Medical Education and Training Health Advisory Council (Advisory Council) and the Director, SA MET Unit.
- > The position also coordinates activities and contributes to the provision of streamlined, efficient and effective administrative, finance and human resource administration services across the SA MET Unit by participating in the delivery and review of operational and administrative processes, procedures and practices.

Direct Reports:

- > Nil.

Key Relationships/ Interactions:

Internal

- > The Executive Assistant / Project Officer is responsible for providing executive and project support to the Presiding Member of the Advisory Council.
- > The position maintains cooperative working relationships with other staff in the SA MET Unit.

External

- > The position establishes and maintains cooperative working relationships with Members of the Health Advisory Council and its reporting Committees, other stakeholders and with the Confederation of Postgraduate Medical Education Council (CPMEC) members and secretariat.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Liaising with multiple stakeholders across differing levels of expertise, background and function.
- > Coordinating multiple projects while managing the daily function of the SA MET Unit.

Delegations:

- > Nil.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Provision of a comprehensive, confidential secretarial service to the Presiding Member of the Advisory Council and Director, SA MET Unit by:	<ul style="list-style-type: none"> > Maintaining diaries, arranging appointments, responding to invitations of the Presiding Member's behalf, screening and where appropriate, handling or redirecting incoming telephone calls; > Contributing to the preparation of reports and correspondence, researching information and coordinating and drafting responses to the Minister, Members of Parliament, clients and senior management as directed; > Taking initiative in the collation, preparation and presentation of information for consideration by the Presiding Member; > Liaising, coordinating and negotiating with relevant Department of Health officers, Ministerial staff and other relevant public sector personnel on urgent and confidential matter; > Preparation of agenda papers, recording of minutes and undertaking appropriate follow up action; and > Maintaining appropriate filing and records management process in line with SA Health policy and procedures.
Sound office management processes are undertaken to ensure the effective operation of the SA MET Unit	<ul style="list-style-type: none"> > Providing administrative support to the Director, SA MET Unit; > Monitoring incoming and outgoing correspondence to ensure appropriate dissemination and timely response; > Drafting and formatting pre-drafted documentation (including responses to parliament and cabinet) to conform to publication and presentation standards; > Receiving, vetting and trafficking enquires made via telephone and in person, including maintaining an effective flow of information by responding with the provision of appropriate information, resources and advice on matters in accordance with policies and procedures; > Arranging flight, accommodation and vehicle bookings for attendances within Australia and overseas; > Arranging function venues, equipment and resources, coordinating set-up, catering arrangements and providing general administrative support at meeting and workshops; > Participating in the development and maintenance of SA MET Unit administrative and operational systems; > Ensuring accurate and timely attendance records are maintained; > Ensuring the efficient administrative and records management

	<p>operations of the SA MET Unit by participating in the ongoing monitoring, streamlining and evaluation of administrative systems that will result in a stream-lined, consistent and quality administrative service across the SA MET Unit;</p> <ul style="list-style-type: none"> > Providing a backup service for the purchasing of goods and services required by the Unit using government accounting software; and > Assisting with the maintenance of the mailing lists databases.
Contribute to the coordination and implementation of SA MET Unit activities by:	<ul style="list-style-type: none"> > Undertaking multiple research projects and activities; > Coordinating the dissemination of appropriate information; > Liaising with internal/external organisations and individuals to acquire relevant data and information that assists SA MET Unit in the completion of core functions; > Participating in cross-divisional activities within the organisation; and > Coordinating the preparation of relevant written documents.
Contribute to the Human Resource Management function of the SA MET Unit by:	<ul style="list-style-type: none"> > Completing human resource administration paperwork in accordance with Department of Health processes and practices; > Contributing to the induction and training for new employees; and > Providing administrative support for facilitating all aspects of recruitment, selection and appointment of staff to vacancies within the SA MET Unit.
Contribute to the effective maintenance of workplace relations within the SA MET Unit by:	<ul style="list-style-type: none"> > Participating in relevant training and development activities; > Participating in relevant decision making processes, especially with regard to the administrative support services, policies and procedures; and > Participating in the attainment and maintenance of a work ethos that focuses on the achievement of identified program/service outcomes.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > Nil.

Personal Abilities/Aptitudes/Skills:

- > Proven ability to communicate effectively both verbally and in writing to a diverse range of personnel.
- > Demonstrated ability to undertake several projects concurrently, maintain work quality and to be flexible and adaptable in approach whilst meeting deadlines.
- > Demonstrated ability in high-level keyboard skills and ability to utilise the Microsoft Suite of software applications, word processing and database management.
- > Demonstrated ability to use initiative, identifies tasks, and thinks objectively and logically to develop appropriate solutions to business needs.
- > Ability to use tact, discretion and diplomacy when dealing with a wide variety of stakeholders.
- > Proven ability to work independently, under limited supervision and as a member of a team.
- > Ability to recognise potential conflict/difficult situations and either resolve or refer clients to appropriate staff to resolve.

Experience:

- > Demonstrated experience in the provision of a comprehensive and efficient range of administrative and secretarial support services, including preparation of minutes, briefings and correspondence and coordinating seminars/workshops.
- > Demonstrated experience in servicing committees and preparation/dissemination of meeting papers.
- > Demonstrated experience in the manipulation of computing software and use of Microsoft Office including PowerPoint to produce high quality documents and presentation materials.
- > Demonstrated experience in developing office and administrative processes and systems to provide client focussed services.

Knowledge:

- > Understanding of administrative procedures and policies relevant to the financial and human resource delegations within the SA Public Sector including knowledge of office filing and retrieval systems.

DESIRABLE CHARACTERISTICS**Educational/Vocational Qualifications:**

- > Nil.

Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to maintain confidentiality and to understand and manage politically sensitive issues.

Experience:

- > Experience in Human Resource management.

Knowledge:

- > Knowledge of the procedures for layout of Departmental correspondence and other administrative procedures (i.e. travel, purchasing, personnel procedures).

Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

The SA MET Unit provides secretariat support to the Health Advisory Council and manages the accreditation activities on behalf of the Advisory Council.

In addition, the SA MET Unit undertakes a range of other medical education, training and workforce functions for the South Australian health system under the Office for Professional Leadership. These include coordinating internship applications and allocation, Trainee Medical Officer (TMO) applications and job matching, TMO workforce planning, provision of education support (workshops, e-learning and assessment) and research.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees.

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity - Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards - Exhibiting the highest standards of professional conduct.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6