

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Administrative Assistant - Nursing Education Unit
<b>Position Number:</b>	518784
<b>Classification:</b>	General Stream Band 2
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North/North West – Launceston General Hospital Nursing Services
<b>Position Type:</b>	Permanent, Part Time
<b>Location:</b>	North
<b>Reports to:</b>	Nurse Manager - Nursing Education Unit
<b>Effective Date:</b>	May 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	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:

Provide general clerical administrative and reception support services to the Education Unit including the Nurse Manager, Transition to Practice, and Life Support Clinical Nurse Educators.

Collate documentation relevant to training programs for nursing services at the Launceston General Hospital.

## Duties:

1. Provide clerical and administrative support including reception duties pertaining to the operation of the Education Unit.
2. Maintain database and website facilities relating to Education Unit.
3. Prepare, maintain, and distribute information, correspondence, activity reports, and take minutes for meetings as required.

4. Maintain scheduling of meetings, appointments, and the training room bookings.
5. Maintain ordering of stationery resources and ongoing management for the Education Unit.
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 occupant will work under general supervision provided by the Nurse Manager and is responsible for:

- Providing frontline reception and general administrative and clerical support services to staff of the Education Unit.
- Providing a confidential liaison service with a wide range of health service providers primarily within the North.
- Timely and accurate completion of clerical tasks, the integrity of data entered into various databases, and other administrative related activities.
- Exercising initiative, judgment, and discretion in undertaking all tasks with reference to established protocols and procedures.
- Providing clerical assistance in the evaluation of programs undertaken within the Education Unit.
- 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, exercising 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:

- I. 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 previous experience in the provision of reception and administrative support functions, including well developed skills in the use of office management and related database systems.
2. Demonstrated ability to maintain effectiveness and work without supervision in an environment often subject to work load pressures.
3. Strong coordination and follow up skills, together with the capacity to be adaptable and flexible and to monitor and prioritise work in order to meet deadlines.
4. Effective communication and interpersonal skills, including a demonstrated capability to cooperate and work well within a small team of health care professionals.
5. An understanding of, and the ability to contribute to, quality improvement activities as they relate to the provision of an administrative and reception support service.

## 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](#).