

## DEPARTMENT OF HEALTH

# Statement of Duties

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| <b>Position Title:</b>  | Administrative Officer   |
| <b>Position Number:</b> | 511785   |
| <b>Classification:</b>  | General Stream Band 3  |
| <b>Award/Agreement:</b> | Health and Human Services (Tasmanian State Service) Award          |
| <b>Group/Section:</b>   | Hospitals South – Surgical and Perioperative Services              |
| <b>Position Type:</b>   | Permanent, Full Time   |
| <b>Location:</b>        | South  |
| <b>Reports to:</b>      | Administrative Service Manager - Surgical & Perioperative Services |
| <b>Effective Date:</b>  | June 2020  |
| <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 high-level business, secretarial and administrative support to the unit, including the administration of clinical, non-clinical, financial and administrative information to ensure the efficient and effective operation for the unit.

Support the day to day running of the unit and ensure the efficient flow of information and correspondence relating to the activities of the Department.

Take responsibility for work assignments, provide operational and administrative support and undertake specific projects as directed by the Director, Deputy Directors and Clinical Leads within the unit.

## Duties:

1. Provide business, administrative and executive support to the management team and as required to other medical and nursing staff for the efficient administration and operation of the department, including preparation of correspondence, maintenance of comprehensive diaries, records coordination, functions and meeting room bookings and general maintenance activities.
2. Create, modify and circulate departmental rosters, assess and input approved leave, liaise with staff regarding rostering requests, create and reconcile leave reports and advise unit staff regarding leave requests.
3. Coordinate the processing of medical staff timesheets, anaesthetic private patient billing reporting and coding, prepare invoice and payment requests, staff travel and financial claims in accordance with award provisions and entitlements ensuring accuracy of Human Resource and Payroll Services databases.
4. Assist with department audit and research, draft correspondence, format reports and information documents and prepare meeting papers including taking minutes of meetings.
5. Set up, maintain and ensure the integrity of databases and spreadsheets as required for administrative and quality improvement activities.
6. 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:

- Responsible to the Administrative Service Manager - Surgical & Perioperative Services for efficient and effective provision of support and administrative functions, including completion of tasks within the Unit in accordance with established policies and procedures.
- Required to work independently and with minimal supervision and direction on a day to day basis and exercise initiative, discretion and judgement in prioritising and performance of tasks.
- 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.
- 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.

## 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:
  - 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 organise, set priorities and meet deadlines, together with a demonstrated commitment to continuous quality improvement and the capacity to handle a number of tasks concurrently in a demanding environment.
2. High-level written and verbal communication skills, with the ability to negotiate and liaise with a wide range of internal and external clients in a sensitive and confidential manner.
3. Demonstrated personal qualities such as initiative, flexibility, sound judgment and discretion along with the capacity to participate in a team environment.
4. Ability to collate, plan, analyse and interpret information and recommend or decide on an appropriate action.
5. Sound knowledge and experience of administrative practices and the use of contemporary computer applications and hospital information systems with accurate data entry 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 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](#).