

DEPARTMENT OF HEALTH

Statement of Duties

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| Position Title: | Administrative Assistant |
| Position Number: | 527007 |
| Classification: | General Stream Band 2 |
| Award/Agreement: | Health and Human Services (Tasmanian State Service) Award |
| Group/Section: | Community, Mental Health and Wellbeing – Statewide Mental Health Services |
| Position Type: | Permanent, Part Time |
| Location: | South |
| Reports to: | Manager - Mental Health Recovery College |
| Effective Date: | January 2022 |
| 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 Assistant provides high level administrative support to the Manager - Mental Health Recovery College and Recovery College staff.

Duties:

- I. Provide high level administrative support services including:
 - Preparing confidential documents, reports and correspondence.
 - Maintaining records and databases as required.
 - Providing a confidential reception service.
 - Organising accommodation and travel arrangements.
 - Scheduling meetings and preparing and distributing agenda and minutes.

2. Assist in the management and maintenance of corporate records, files and databases.
3. Provide assistance in the processing of accounts through the use of Finance I.
4. Assist with the maintenance of petty cash.
5. Participate in the development and revision of organisational documentation and policies and procedures.
6. Participate in, and contribute to, a learning environment through continuing education, training and professional development.
7. Undertake all training required to work within a Recovery College setting.
8. Provide support to other administrative staff as required.
9. 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 and related training.
10. 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:

Reporting directly to the Manager – Recovery College, the Administrative Assistant provides administrative support to Recovery College staff. The occupant of this role will:

- Accept responsibility and accountability for own actions.
- Exercise initiative, judgement and discretion in undertaking all tasks while performing in accordance with legislation, common law, and established protocols and procedures.
- Comply with security policies and procedures in the performance of duties.
- 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:
 - 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. Proven experience in, and understanding of, the provision of administrative support within a contemporary and sensitive office environment.
2. Demonstrated ability to proactively apply adaptability and flexibility and work effectively both individually and as a member of a multidisciplinary team to meet deadlines whilst working in an environment subject to work pressure and change.
3. Well developed organisational skills including the ability to effectively monitor and prioritise work in accordance with established policies, processes and procedures.
4. Well developed interpersonal and communication skills, including the demonstrated ability to liaise confidently, discreetly, and courteously with a wide range of internal and external stakeholders including students, staff and members of the general public.
5. Demonstrated ability to effectively liaise with internal and external stakeholders including the general public,
6. Knowledge of other relevant Government Agencies and non-Government organisations, or the ability to quickly gain such knowledge.

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](#).