

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Executive Assistant - WACS
Position Number:	526363, 526364
Classification:	General Stream Band 3
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals North/North West – Launceston General Hospital Women's and Children's Services (WACS)
Position Type:	Permanent, Full Time
Location:	North
Reports to:	Nurse Unit Manager
Effective Date:	September 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Current Working with Children Registration <i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i>

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:

Maintain the efficient operation of the office of the Nurse Unit Manager (NUM), including the provision of administrative, clerical, reception, and secretarial support.

As a team member actively support the delivery of a comprehensive range of administrative and service operations functions which facilitate the efficient operation of the office.

Assist and support the NUM in the management of human, material, and financial resources for the Ward, including rostering, coordination of specific HR processes, and a diverse range of complex tasks to achieve specified Section outcomes.

Duties:

1. Provide direct secretarial support to the Nurse Unit Manager including the preparation of highly confidential documents, such as Ministerial correspondence, submissions, and reports.
2. Undertake a range of HR processes including, timesheets, sick leave, annual leave, and professional development requests. Maintain effective communication with all internal stakeholders (including payroll) and external parties effectively. Manage electronic leave bookings for Ward nursing and ancillary staff including reconciliation of various payroll reports.
3. Provide effective rostering support by initiating action regarding appropriate staffing relief/allocation, identifying rostering shortfalls and updating ProAct to reflect daily rostering changes
4. Schedule meetings and other appointments, including the compilation of agenda papers and the taking of minutes.
5. Coordinate and assist with the preparation of letters, background notes, Ministerial correspondence, briefings, and other information as required.
6. Participate in the development of information management systems, databases and reports that will aid the efficiency and effectiveness of the Ward.
7. Assist with the development, maintenance, and monitoring of effective communication systems, including timely flow of information to both internal and external customers of the Launceston General Hospital.
8. 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 Executive Assistant works in accordance with established guidelines, systems, and processes, with broad direction provided by the NUM. The occupant of this role is responsible for:

- Exercising considerable initiative, creativity, and a high level of independent judgement and discretion in undertaking work on a day today basis.
- Providing an efficient and effective administrative rostering and executive support service to the NUM.
- 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, in particular 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. Broad experience in office management, administrative and executive support skills, including knowledge of basic accounting/financial and human resource management processing procedures.
2. Effective written and oral communication skills and a demonstrated ability to provide quality customer services with courtesy and discretion.
3. Demonstrated capacity to operate proficiently in a technological environment, including a high level of skills in the use of computer applications especially Microsoft Office packages, and the ability to learn other computer applications required by the business unit.
4. Sound teamwork skills and the ability to liaise and maintain relationships with a range of stakeholders and customers, including the ability to obtain cooperation and assistance from people within and outside the Agency.
5. Proven capacity to work under pressure in an environment of competing priorities and to meet identified timeframes.
6. Personal qualities such as initiative, flexibility, sound judgement and discretion, including the ability to interpret and analyse information and recommend or decide upon appropriate action.

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](#).