DEPARTMENT OF HEALTH

Statement of Duties

|  |  |
| --- | --- |
| **Position Title:** | Executive Assistant |
| **Position Number:** | 520763 |
| **Classification:** | Band 3 |
| **Award/Agreement:** | Health and Human Services (Tasmanian State Service) Award |
| **Group/Section:** | Hospitals North West |
| **Position Type:** | Permanent/Full Time |
| **Location:** | North West |
| **Reports to:** | Chief Executive Hospitals North West and/or  Nursing Director - Operations NWRH |
| **Effective Date:** | May 2012 |
| **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:

Provides business, project and research related administrative support to the Chief Executive Hospitals North West and/or the Nursing Director - Operations NWRH including the administrative management of clinical/financial information and correspondence, which is often of a confidential and highly sensitive nature.

Contributes to the Administration team for the hospital to ensure sustainable administration support is available at all times.

### Duties:

1. Provide high level administrative support to the Chief Executive Hospitals North West and/or the Nursing Director - Operations NWRH including coordination of leave requests for senior managers.
2. Provide direct support to the Chief Executive Hospitals North West and/or the Nursing Director - Operations NWRH through minute/note taking, preparation of correspondence, organisation and scheduling of meetings and other appointments and maintaining a comprehensive diary of appointments.
3. Research, compile and coordinate background notes, briefings and other management information as required by the Chief Executive Hospitals North West and/or the Nursing Director - Operations NWRH including the dissemination of requests for briefings to other staff.
4. Undertake project related tasks as assigned by the Chief Executive Hospitals North West and/or the Nursing Director - Operations NWRH. Collate, schedule and prepare minutes and agendas for designated meetings, including maintaining membership and meeting facilities.
5. Provide leadership to other administrative assistants to ensure quality standards in the provision of administrative support is maintained.
6. Facilitate and provide support as required for accreditation purposes.
7. 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.
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:

* Responsible to the Chief Executive Hospitals North West and/or the Nursing Director - Operations NWRH for the effective and efficient provision of administrative support including project management support.
* Operates within a broad range of conditions under general supervision and general direction from the Chief Executive Hospitals North West and/or the Nursing Director - Operations NWRH. The occupant is expected to exercise a high level of initiative, discretion and judgment in the performance of tasks.
* Achieve work performance at peak performance without supervision and display initiative in prioritisation of executive responsibilities.
* Champions 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, exercises 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.
* Complies 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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Demonstrated ability to exercise initiative, flexibility, sound judgement and discretion including the ability to interpret and analyse information and recommend or decide an appropriate action and the capacity to participate effectively in a team environment.
2. Demonstrated ability to organise, set priorities and meet deadlines, together with a demonstrated capacity to handle a number of tasks concurrently in a demanding environment. An understanding of the administrative principles of project management and demonstrated ability to research analyse and collate information for specific projects.
3. Ability to negotiate and liaise with a wide range of internal and external stakeholders in a sensitive and confidential manner.
4. Well-developed interpersonal, communication, consultation, negotiation and conflict resolution skills and have the capacity to plan, organise and set priorities and work effectively in an environment subject to work pressures and change.
5. Sound knowledge and experience of current management and administrative practices, and the utilisation of contemporary computer applications.

### 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](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).