

Statement of Duties

Position Title: Executive Assistant - Nursing and Midwifery Excellence Unit	Position Number: 525184	Effective Date: August 2020
Group: Hospitals South – Office of the Executive Director of Nursing		
Section: Southern Hospitals	Location: South	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: Band 3	Classification: General Stream	
Reports To: Nursing Director - Nursing and Midwifery Excellence (Magnet)		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Provide high level administrative and executive support to the Nursing Director and Nurse Manager within the Nursing and Midwifery Excellence Unit (NMEU).

Assist and support the management of material and financial resources for NMEU.

Duties:

1. Provide high level administrative and executive support to the Nursing Director and Nurse Manager of NMEU, ensuring the provision of a complete range of office management support services including, but not limited to:
 - Organising and scheduling meetings and other appointments and maintaining a comprehensive diary of appointments and travel bookings.
 - Preparing documents using Microsoft Word, Excel and PowerPoint including printing, photocopying and filing and dissemination of such material.
 - Preparing and compiling agenda papers and minutes, and handling of confidential information as directed by the Nursing Director and/or Nurse Manager.
2. Assist and support the management of material and financial resources for NMEU and produce reports as and when required.
3. Provide assistance to the Nursing Director and Nurse Manager with research, collection and collation of statistical data, background notes and briefing materials.
4. Provide prompt, sensitive and confidential services in handling enquiries and routine matters for NMEU, ensuring the timely flow of information to and from the Unit.
5. Liaise with a variety of senior staff and management in relation to the operation of NMEU.
6. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.

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.

Scope of Work Performed:

In accordance with established guidelines, systems and processes and under the broad direction of the Nursing Director, the Executive Assistant will be:

- Responsible for providing an efficient and effective administrative and executive support service within NMEU.
- Exercising initiative, creativity and a high level of independent judgement and discretion in undertaking work on a day to day basis.
- Complying at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

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. Well-developed ability to work individually and as a member of a team with a proven ability to be adaptable and flexible to achieve the best results in an environment of change, ambiguity and pressure.
2. Demonstrated knowledge and experience in the provision of a sensitive and confidential business support services with highly developed interpersonal skills including communication, written, liaison and negotiation skills.
3. Ability to exercise initiative, judgment, sensitivity and discretion including the ability to interpret and analyse information and recommend or decide on appropriate action.
4. Well-developed computer skills with demonstrated experience in using computer systems within a health care environment or large organisation with the knowledge of using a range of Microsoft Office Suite programs such as Word, Excel and PowerPoint with a high level of accuracy and attention to detail.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Health and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DoH and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) with the Department of Health and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.