

POSITION DESCRIPTION

Position title:	Administration Support Officer
Department:	Finance & Corporate Services
Reports to:	Administration Support Lead
Direct reports:	-
Hours per week:	As per contract
Duration	As per contract

Western Victoria Primary Health Network

Western Victoria Primary Health Network (WVPHN) is responsible for increasing the efficiency, effectiveness and coordination of health services for patients, particularly those at risk of poor health outcomes.

Working together with community and health industry partners, WVPHN is committed to strengthening the primary healthcare system, based on local needs. Our four regional centres in Ballarat, Geelong, Horsham and Warrnambool, drive local engagement and ensure strong rural and regional connections, through the development of local community and clinical councils.

Vision

Quality and accessible primary health care for Western Victoria

Values

Respect: listen, value and respond

Connect: engage, collaborate and empower

Lead: question, innovate and pioneer

Position purpose

To support WVPHN administration team in the delivery of administration support to the whole of organisation. To contribute to the WVPHN operational objectives of the workplace by performing a range of administrative functions to support the whole of organisation.

Key accountabilities

- Undertake administration workflow from all departments of the organisation
- Assist to administer administration emails and undertake any reception duties as required.
- Competent to complete data entry and prepare reports using Microsoft Office and other business specific software
- Delivery of high standard of service to both internal and external stakeholders.
- Undertake minute taking when required
- Maintain data bases, with a high level of quality and accuracy
- Assist in diary management
- Other projects, event and program support as directed by the Administration Support Lead or Senior Business Manager

General

- Understand and comply with the Code of Conduct for employees and other related policies and procedures
- Demonstrate commitment to organisational values at all times
- Ensure that primary health care is promoted in a positive manner
- Adhere to and maintain confidentiality in accordance with the Confidentiality Statement

WHS responsibilities

The Board of Directors and Executive Team recognise the moral and legal responsibilities in providing a working environment for its employees, volunteers, contractors, visitors, stakeholders and the general public, that is safe and healthy.

Western Victoria PHN promotes a safety culture throughout the organisation that ensures that every employee actively participates in the health and wellbeing of themselves and their co-workers. All employees are expected to embrace this culture in line with the values of the organisation. All staff are expected to be aware of and participate in their duty of care in the workplace as outlined in induction and organisational policies.

Physical requirements and environmental conditions of the role

The following table identifies the physical and psychological work environment characteristics that are inherent requirements of the role. Where possible, Western Victoria PHN will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of their roles.

Required activities/working environment	Frequency
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Often
Driving, in & out of vehicles	Rarely
Walking, climbing stairs, bending	Rarely
Working alone or at a co-located site	Rarely
Confrontational/confronting situations (Due to the nature of our work there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)	Rarely
Working outside in differing weather conditions	N/A
Attending external locations	Sometimes

A signed pre-existing condition declaration form is required to be completed prior to commencement.

Key Selection Criteria

QUALIFICATIONS/EXPERIENCE/SPECIALIST KNOWLEDGE

Essential:

- Experience in written, oral communication and interpersonal skills.
- Demonstrated intermediate-advance experience to use Microsoft Office Software, in particular Office, Word, Excel, and Sharepoint
- Demonstrated time management skills and ability to prioritise workloads
- Ability to work well in complex, multi-service organisation
- Experience in a similar role

Desirable:

- Certificate III or IV in Business Administration
- Experience in undertaking requests from a diverse range of people and organisations in a positive manner

Employment Requirement:

- Be prepared to undergo a National Police Check, prior to appointment
- A current Victorian driver's licence

Position enquiries

For further information regarding this position, please contact:

Julie McDonald

Senior Business Manager

0409286588

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This position description is subject to change in line with contractual requirements, the development of the organisation's strategic plan and operational needs.