

# POSITION DESCRIPTION

<b>Position title:</b>	Corporate Services Support Officer
<b>Department:</b>	Finance & Corporate Services
<b>Reports to:</b>	Director of Finance
<b>Direct reports:</b>	Nil
<b>Classification</b>	2.2
<b>Hours per week:</b>	As per contract
<b>Duration</b>	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

### Benefits of working with Western Victoria PHN

We pride ourselves on being a supportive and flexible working place that offers a great range of benefits:

- Generous salary packaging options up to \$15,990 + \$2,650 meals and entertainment
- Professional development allowance (\$1,200 per year per FTE) and leave
- Family friendly and flexible working arrangements
- Collaboration with passionate, like-minded professionals
- Option to purchase additional leave
- Additional leave between the Christmas and New Year period
- Up to 12 weeks paid parental leave
- Employee Assistance Program

## Position purpose

The purpose of the Corporate Services Support Officer is to assist in maintaining the organisations records and information in accordance with legislative, funding and organisational requirements. This role will be accountable for assisting in the processing of financial, payroll, human resources, facilities co-ordination and administrative information as required based on work function needs.

## Key accountabilities

Assist Corporate Services administration functions in processing, reconciling, and maintaining systems for

- Finance
  - Accounts payable & receivable
  - Month end process
  - Monthly journals
  - Bank reconciliations
  - Budget assistance
- Contracts
  - Processing/data entry of contracts into finance system
  - Administrative maintenance for contracts
  - Contract management- assisting with follow up correspondence, yearly attestation documents, invoice collation for payments.
- Human Resources and payroll
  - Provide general administrative assistance to the HR team
  - Support various recruitment and selection practices, including requests for recruitment, acknowledging the receipt of applications, compiling applicant lists and arranging interview times
  - Overseeing the HR inbox and escalating emails to HR team for response
  - Assist with payroll processing and reconciliation when required
- Other Corporate Services functions e.g. Information systems, Quality and Risk
  - Provide assistance when required with administration
  - Facilities (trades) co-ordination, with some manual tasks such as lifting, moving equipment, and driving of vehicles.

Undertake additional duties as requested by the Director of Finance or Interim Manager Human Resources

### 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	sometimes
Driving, in & out of vehicles	sometimes
Walking, climbing stairs, bending	sometimes
Working alone or at a co-located site	often
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:

- Demonstrated experience in finance, HR/payroll and administrative functions.
- High knowledge in MS Office Applications (Word, Excel, Outlook)
- Excellent written and oral communication skills
- The ability to work in an environment that requires confidentiality
- Demonstrated ability to engage with multiple stakeholders with competing interests to achieve desired outcomes.
- Ability to work in fast paced environment and assist in managing several tasks within the corporate services functions simultaneously.

#### Desirable:

- Certificate IV or Diploma in Accounting, Business Administration or Human Resources
- Experience in the Health Sector or Facilities
- Experience in Technology One
- Experience in managing requests from a diverse range of functions within the organisation in a positive manner

## Employment Requirement:

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

- Evidence of current COVID-19 vaccinations

## *Position enquiries*

For further information regarding this position, please contact:

Julie McDonald  
Director of Finance  
0409286588

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