



Swan Hill
District Health



Inclusive

Compassionate

Progressive

Accountable

CEO Executive Assistant /Communications **(0.8FTE)**

SHDH are looking for a flexible, resilient and responsive individual who thrives and shines in a fast paced dynamic environment to support the CEO and executive team.

If you are an open communicator who works well under pressure whilst prioritizing competing demands, have a contemporary background in EA services and can articulate and communicate a shared vision then this is the role for you.

We are looking for an applicant with:

- Exceptional written and verbal communication skills.
- Strong computer literacy and experience in Microsoft Office suite and communication platforms.
- Demonstrated ability to plan, organise and prioritise workload in a dynamic environment
- Adaptable to changing requirements
- Commitment to personal and professional growth.

For further detail on the position please contact Kim Bennetts, Director of Corporate Business on Ph 5033 9230 or email kbennetts@shdh.org.au

Applications must address the selection criteria and be accompanied by an Application for Employment Form and should be forwarded to People and Culture at employment@shdh.org.au

Closing Date: 15 March 2021



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Position:	Executive Assistant/ Communications
Classification:	HS2
Department:	Administration
Reports to:	Chief Executive Officer
Position Summary:	The Executive Assistant/ Communications role is responsible for providing administrative and secretarial support to the Chief Executive Officer and to the Executive team where required and to provide support to SHDH external and internal communications.
Responsibilities:	<p>The Purpose of the position is to support effective service provision of the CEO and Corporate Business offices through the provision of direct administration support.</p> <p>This position also provides administrative resources and support to the Senior Management Team where requested.</p> <p>This position includes responsibility for the SHDH executive level document control and communication including both internal and external communication through traditional, current and emerging technologies.</p> <p>Responsibility under this position includes the effective administration of external provider contracts.</p> <p>Additional duties include to maintain and coordinate executive meeting and appointments, room booking, catering and travel where required.</p> <p>Speaking up for safety: All staff are expected to be apply, support and understand the Speaking up for Safety program actively in place within the organisation.</p> <p>Specific Duties include:</p> <ul style="list-style-type: none"> • Provide high-level administrative support to the Chief Executive Officer (CEO) as required including word processing, databases and email. • Manage the Office of the CEO including telephone calls, filing, maintenance of appointments and diary management • Co-ordinate meetings, inclusive of preparing agendas, taking minutes, collating and distributing papers and associated reports on a timely basis. • Develop, maintain and continuously improve office procedures, filing systems and data bases in line with the requirements of the CEO • Maintain departmental payroll and leave information and enter into computerised payroll system. • Maintain accounts register and manage payment of invoices and corporate card compliance. • Attend to correspondence for the CEO as required. • Work closely and liaise with other Administration staff as well as other key stakeholders working directly with the Executive Team • Assist with divisional projects to ensure optimal outcomes as required. • Executive level document control and communications including both

	<p>internal and external communication through traditional, current and emerging technologies.</p> <p>Other duties and responsibilities as determined by the CEO</p>
Key Selection Criteria:	<p>Essential Skills & Attributes</p> <ul style="list-style-type: none"> • Excellent organisational skills with the ability to develop, improve and maintain office systems and processes, including a keen eye for detail. • Demonstrated experience working in a complex administrative and/or secretarial role. • Ability to provide exceptional customer service to both internal and external customers. • Exceptional interpersonal skills, with a demonstrated ability to interact and communicate with a diverse range of people both internal and external stakeholders • Demonstrated high-level telephone, reception and office administration skills and experience. • Advanced computer/keyboard skills using Microsoft Word, Excel, PowerPoint and databases. • Ability to prioritise work effectively and meet required deadlines and schedules with minimal supervision. <p>Highly Desirable Skills & Attributes</p> <ul style="list-style-type: none"> • Previous experience in public health or in a health environment. • Previous experience working within a multi-disciplinary team environment <p>Personal Qualities, Knowledge and Skills</p> <ul style="list-style-type: none"> • Ability to interact and communicate with a diverse range of people at all levels. • A personal approach which is positive, enthusiastic, friendly and helpful. • Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills. • Ability to work as part of a team, as well as to work independently. <p>Qualifications / Certificates Certificate in business administration and/or demonstrated Administrative Assistant experience is highly desirable.</p> <p>MANDATORY REQUIREMENTS</p> <p>National Police Record Check A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Swan Hill District Health.</p> <p>Drivers Licence A current Victorian driver's licence is required for this position.</p>
Salary / Award:	Health and Allied Health Services, Managers and Administration 2016-2020
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.

Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Our Purpose:	<p>Connected Care / Best Experience SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>
Review:	<p>Upon completion of 6 months probationary period and annually or as requested thereafter. Completion of My Work Plan on a yearly basis.</p>
Previous Revision dates:	<p>April 2020</p>
Current:	<p>February 2021</p>
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

Position Applying for	
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General Information

Name	
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Address	
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Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>
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Are you of Aboriginal/Torres Strait Islander Origin? No Aboriginal Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? Yes No

Are you an Australian Citizen or Permanent Resident: Yes No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type _____ Expiry date/...../.....

Place/Country of issue: _____ Issue Number: _____

Do you require sponsorship? Yes No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – _____ (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? Yes No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585