

POSITION DESCRIPTION

Position:	Executive Assistant to Executive Corporate Services / Chief Financial Officer & Executive Community Wellbeing & Aged Care		
Division:	Corporate Services	Level of Authority: (as per BRHS Instrument of Delegation)	General Staff
Department/Unit:	Not applicable		
Reports To:	Executive Corporate Services & Executive Community Wellbeing & Aged Care		
Direct Reports:	Nil		
Enterprise Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025 <i>and subsequent agreements as may be approved in accordance with Fair Work legislation during the course of employment.</i>		
Salary Range:	Grade 3 \$74,448 per annum pro-rata, plus superannuation in accordance with statutory regulations and extensive salary packaging options.		

BAIRNSDALE REGIONAL HEALTH SERVICE

Bairnsdale Regional Health Service (BRHS) is a multifaceted and growing regional health system providing a comprehensive array of health care services to the East Gippsland community. BRHS is driven by our mission to provide quality health and well-being services that deliver the best possible health outcomes to our community.

Three campuses in Bairnsdale provide opportunity for staff and students across a wide range of professional specialties including emergency, acute, sub-acute, maternity, residential aged care, allied health, community health, oral health, information technology, administration, finance and extensive support services. As the region's largest employer, BRHS is a magnet that attracts talented professionals to the region, and maintains a strong commitment to developing key strategic partnerships to enhance healthcare services in the region strengthening our community.

We maintain a strong commitment to understand the health service needs of the local population. Our fundamental commitment to partnering with our consumers through ongoing collaboration supports our delivery of great consumer experience and health outcomes.

BRHS is located on the lands of the Gunaikurnai people. Find out more about BRHS [here](#)

DEPARTMENT

The Executive Support team provides administrative support to the BRHS Executive team which consists of the:

- Chief Executive Officer
- Executive Acute Services (EAS)
- Executive Community Wellbeing and Aged Care (ECWAC)
- Executive People and Culture (EPC)
- Executive Corporate Services (ECS)
- Executive of Medical Services (EMS)
- Executive Quality and Education (EQE)

POSITION OBJECTIVE

The incumbent will provide timely and efficient executive support with high integrity, sensitivity and confidentiality to the ECS/CFO & ECWAC to achieve the following objectives:

- Provide high level administrative support in accordance with the BRHS' vision, strategic objectives, organisational principles, policies and guideline

Work together with all members of the executive team ensuring effective communication within and from the BRHS Executive offices.

- As a member of the Executive Support Team, support the other Executive Assistants with operational duties and functions as required.
- Provide support for Managers within Corporate Services & Community Wellbeing & Aged Care to ensure directorate imperatives are achieved

ORGANISATIONAL INFORMATION

Our mission:

To provide quality health and well-being services that deliver the best possible health outcomes to our community.

Our purpose:

To improve the lives of our patients, their families and our community.

Our principles of care

We are committed to providing the highest level of treatment to the people of East Gippsland, delivered with care and compassion for every individual, every time.

1. Quality

A quality service achieves positive outcomes. We are committed to finding the best possible solutions for our community's health challenges.

2. Integrity

We consistently adhere to principles of professionalism and follow through on our promises with care and accuracy. We can be relied upon and trusted.

3. Communication

We listen. Effective communication will help to ensure the best level of care is provided to patients, and clinical outcomes are optimised.

4. Kindness

Our people are our community; patients, carers, staff and volunteers. They are the heartbeat of our service. We treat each other with respect, empathy and compassion.

Our focus 2022-2026

1. Excellence in the care we provide
2. Investing in our people
3. Future proofing our resources
4. Collaboration for value generation

RESPONSIBILITIES & ACCOUNTABILITIES

Primary Responsibilities

Provide a full range of high level and efficient administration services for the ECS & ECWAC including:

- Manage the calendar and diaries of the ECS & ECWAC as required.
- Manage mail and documents ensuring correspondence is dated, distributed for action, replied to, filed as necessary and accurate records are maintained.
- Prepare agendas, take minutes and distribute documentation as required, for meetings as nominated by the ECS & ECWAC.
- Provide clerical/secretarial assistance and support to the Corporate Services & Community Wellbeing & Aged Care Teams as directed.
- Manage all aspects of booking and utilisation of conference and meeting rooms.
- Manage the filing system in the ECS & ECWAC office, maintaining registers, databases and manuals.
- Provide assistance and support to the Executive Support team during periods of leave coverage and ensure completion of time critical tasks. This includes communication with the EA to CEO to ensure all Executives have appropriate support during times of leave.
- Work collaboratively with the BRHS Executive Support team, ensuring effective communication and team work.
- Provide professional leadership to administrative personnel within BRHS and in particular to the department managers within the directorate to support achievement of key tasks or submissions.
- Manage identified projects as stipulated.
- Manage local and interstate accommodation and travel requirements for special visitors to the hospital such as guest speakers, trainers as required.
- Manage staff travel bookings including flights, seminar registrations, accommodation, and train travel for senior staff within the Corporate Services & Community Wellbeing & Aged Care directorates.
- Implement controls and systems to ensure resources are fully utilised and health service policies are implemented.
- Manage accountabilities for BRHS credit card.
- Draft memos and correspondence including researching information as required by the office of the ECS & ECWAC.
- Other duties as may be reasonably requested by the ECS & ECWAC within the scope and skill consistent within the classification structure.

Strategic Imperatives

- Demonstrate an awareness and compliance with the *Partnering with Consumers in Healthcare* policy to foster person-centred practice.
- Ensure all work practices comply with current BRHS policies, procedures and/or guidelines.
- Be familiar with the organisation's principles of care and demonstrate alignment to these in your day to day practice.
- Demonstrate an awareness and compliance with the BRHS Consumer Engagement strategy to foster person-centred practice.
- Adopt and maintain a progressive and evidence-based approach to service delivery.

Professional Development

- Actively engage in the annual performance review and development appraisal with direct supervisor.
- Maintain professional competencies and registration (if applicable) and undertake relevant professional development, continuing education and training.

<ul style="list-style-type: none"> Ensure completion of mandatory competencies (both organizational and profession-specific).
Work Health and Safety
<ul style="list-style-type: none"> Regularly monitor and review personal work practices and the environment to ensure a healthy and safe workplace in accordance with BRHS policies/procedures and legislative requirements. Adhere to Occupational Health and Safety, Equal Employment Opportunity, Emergency Management, Waste Management, Environmental Sustainability and Infection Control policies and legislation. Proactively report OH&S hazards, incidents and injuries to supervisor.
Quality and Risk Management
<ul style="list-style-type: none"> Actively participate and contribute to quality improvement activities, by identifying and making recommendations on opportunities to improve processes, workplace health and safety, quality and service delivery outcomes. Adhere to BRHS incident and complaint investigation policies and procedures. Manage risk in daily work practices. Adhere to all organisational policies and procedures. Ensure a good knowledge of policies relating to reportable conduct, child safe standards and hospital response to family violence.
Information and Resource Management
<ul style="list-style-type: none"> Understand the purpose of, and be able to use client/corporate records systems and common software applications confidentially and appropriately Prepare documentation using clear, concise and grammatically correct language appropriate to the role and service requirements. Record and maintain accurate and timely data as directed to meet relevant funding and policy requirements. Work within budget requirements and use resources appropriately. Comply with record and information management requirements in accordance with relevant BRHS policies and guidelines. Ensure information relating to patients/clients and colleague's is kept private and confidential at all times in accordance with BRHS policy and procedures.
Communication and Teamwork
<ul style="list-style-type: none"> Actively participate in team meetings, staff forums and other meetings relevant to the role, and as required by supervisor. Work in a co-operative and collaborative manner with all team members to foster a positive and supportive work environment and person-centred service provision. Provide guidance and support to students and staff in your work area to contribute to a valuable and constructive learning experience.
Diversity and Inclusion
<ul style="list-style-type: none"> Support an inclusive environment where all individuals are treated fairly, with respect and receive the same opportunities. Actively participate in developing cultural competence including an awareness and understanding and respect of the diverse range of cultures and backgrounds, including Aboriginal and Torres Strait Islander people, members of the LGBTIQ community and people with a disability.

POSITION REQUIREMENTS

Position Requirements	
Satisfactory National Police Check (no older than 12 months) <i>Certificate must be provided prior to commencement.</i> <i>National Police Check is required to be renewed every 3 years at the employee's expense.</i>	Required
Satisfactory Working with Children Check <i>Evidence of application must be provided prior to commencement.</i> <i>Working with Children Check is required to be renewed every 5 years at the employee's expense.</i>	Required
Satisfactory Health Declaration (BRHS will provide documentation for completion) <i>Completed document must be provided prior to commencement.</i>	Required
Immunisation History (BRHS will provide documentation for completion) <i>Completed document must be provided prior to commencement.</i> <i>Participation in the annual influenza vaccination program by 15th August each year is a requirement.</i>	Required
Evidence of COVID-19 vaccination <i>Proof of full vaccination must be provided prior to commencement. (Eg Certificate from myGov record) in accordance with Department of Health guidelines</i>	Required
Evidence of Professional Registration	Not required
Evidence of Professional Qualification	Not required
Valid Victorian Driver's Licence	Required
Valid Trade Licence	Not required
Undertake Health monitoring as per BRHS Cytotoxic Drugs & BCG Instillations policy). Mandatory to occur prior to commencement and when required during employment	Not required
Typical Work Schedule	
This position is worked in business hours from Monday to Friday Availability to work additional hours occasionally is required.	

KEY SELECTION CRITERIA

Bairnsdale Regional Health Service is an equal opportunity employer. Our four “principles of care” guide us to assist achieve our mission, purpose and goals. Selection will be based on assessing demonstrated alignment with the skills, qualifications, knowledge, principles of care and other personal qualities required to carry out the role effectively.

Qualifications and Experience

- Minimum of 3 years’ recent experience providing high level/Executive administration support
- A qualification in Administration or Business studies (minimum diploma level) or equivalent is preferred
- Demonstrated experience in providing secretarial support to Committees of Management
- Experience working with culturally diverse stakeholders or a willingness to learn

Skills, Knowledge and Attributes

1. Demonstrated knowledge and ability to perform the duties of an Executive office professional including diary management, document production, agenda preparation and minute taking to a high level.
2. Excellent verbal and written communications skills.
3. A strong commitment and ability to provide excellent customer service.
4. Advanced word processing and typing skills with demonstrated experience in the use of Microsoft Office applications particularly MS Word, Excel, Outlook, Teams and SharePoint.
5. Excellent planning and organisational skills with demonstrated ability to complete tasks in a timely manner with a high attention to detail.
6. Demonstrated ability to work collaboratively and cooperatively in a team environment.
7. Demonstrated ability to work well independently and possess a high degree of initiative.
Demonstrated understanding of the importance of privacy and confidentiality at a senior management level.

POSITION DESCRIPTION

JOB DEMANDS CHECKLIST

Bairnsdale Regional Health Service endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions:	
I = Infrequent	Activity may be required very infrequently
O = Occasional	Activity required occasionally, not necessarily all shifts
F = Frequent	Activity required most shifts, up to 50% of the time
C = Constant	Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods
N/A = Not Applicable	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks				X	
Standing	Remain standing to perform tasks		X			
Walking	Periods of walking required to perform tasks			X		
Bending	Forward bending from waist to perform tasks		X			
Kneeling	Remaining in a kneeling position to perform tasks	X				
Lifting/Carrying	Light lifting and carrying		X			
	Moderate lifting and carrying		X			
	Assisted lifting (mechanical, equipment, person assist)					X
Climbing, Working at Heights	Ascending and descending ladders, stools, scaffolding					X
Pushing/ Pulling	Moving objects e.g. trolleys, beds, wheelchairs and floor cleaning equipment					X
Reaching	Arms fully extended forward or raised above shoulder	X				
Crouching	Adopting a crouching posture to perform tasks	X				
Foot Movement	Use of leg and/or foot to operate machinery					X
Head Postures	Holding head in a position other than neutral (facing forward)				X	
Fingers/Hand/ Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding				X	
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands	X				
Driving	Operating a motor powered vehicle e.g. Use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus etc.	X				

POSITION DESCRIPTION

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Psychosocial Demands						
Distressed People	Highly emotional people crying, upset, unhappy, depressed. E.g. Emergency or grief situations	X				
Aggressive/ Unpredictable People	Raised voices, yelling, swearing, and arguing. E.g. Drug/alcohol, dementia, mental illness	X				
Exposure to Distressing Situations	E.g. Child abuse, delivering bad news, viewing extreme injuries, viewing deceased					X
Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures					X
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)					X
Noise	Environmental/background noise necessitates people raising their voice to be heard					X
Biological Hazards	E.g. Exposure to body fluids, bacteria, infectious diseases requiring PPE					X
Cytotoxic Materials	Handling and/or preparation of cytotoxic materials					X
Radiation	Working with radiologic equipment					x

AUTHORISATION

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

X

Employee signature
Date

X

Employee name (Printed)

Bairnsdale Regional Health Service is a smoke free workplace

DOCUMENT CONTROL

Bairnsdale Regional Health Services reserves the right to review and amend this document at its discretion.

Reviewed by Manager	Date: 16/04/2024	Updated: <input checked="" type="checkbox"/>	No Update required: <input type="checkbox"/>
Approved by General Manager/Executive:	Date: 16/04/2024	Name: Bill Morfis & Sonia Reisenhofer	

People & Culture Office Use: Template Version 35