

Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES
COLLABORATION OPENNESS RESPECT
EMPOWERMENT

Complete this Position Description template after reading the SWSLHD Guide to Writing a Position Description. Use the Guide for assistance on each section and examples of writing styles.

Role Details

Role Title	Administration Manager, Camden and Campbelltown Hospitals
Award	Health Managers (State) Award
Is this a Multi-Disciplinary Role?	No

Award Classification(s) / Grade / Level
Health Manager Level 1

Job Category **** SWSLHD Recruitment Unit to Complete ****

Job Classification **** SWSLHD Recruitment Unit to Complete ****

Specialties **** SWSLHD Recruitment Unit to Complete ****

StaffLink Position Number:	(TBA)
Cost Centre Number:	SWS Campbelltown Clerical Relief 497032
Does this role manage or supervise others?	Yes

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Primary Purpose of Role

The Administration Manager is responsible for the management and coordination of administrative and corporate support staff and functions, particularly ward clerks, emergency department clerical staff, medical imaging administration, administrative trainees, admission and reception staff at Camden and Campbelltown Hospitals. This position also acts as the Hospital's vehicle fleet coordinator.

The Administration Manager provides direction, leadership and support to administration and corporate support staff, including but not limited to; performance review and management, management of staff grievances and conflicts, client complaints, leave requests and service provision.

The Administration Manager is responsible for ensuring adequate staffing levels are maintained at each site, including; the coordination of a pool of relief staff, the delivery of high quality administrative support and the coordination and management of resources either directly or in conjunction with the managers.

Key Accountabilities

- Organise and manage the workforce planning requirements including the preparation, maintenance and distribution of staff rosters.
- Actively manage and support the recruitment of the department, including maintaining the casual administrative pool.
- Prepare annual budget estimates for the CSO, Ward Clerk and casual pool services, whilst monitoring cost centre expenditure against budget, providing the Director Corporate Services with monthly progress reports to analyse and evaluate trends in activity or spending levels and make recommendations supported by projection to ensure expenditure is contained within the budget.
- Manage the administrative staff, ward clerks, casual clerical and relief pool staff, ensuring they are placed according to the needs of the organisation.
- Provide line management for administration and identified corporate support staff, including; recruitment and onboarding, orientation and induction, staff development, performance development and review, payroll management, leave management, grievance management and conflict and client complaints.
- Review and update policies and procedures, work practices and other requirements for administrative staff.
- Additional administrative duties and projects as required.
- Coordinate the Camden and Campbelltown Hospitals fleet vehicle's, provide assistance to managers in fleet vehicle related matters and monitor, review, update and distribute fleet procedures as required.

Key Challenges

- Working in a demanding, diverse and busy environment with complex and competing priorities and deadlines

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Key Relationships		
	Who	Why?
Internal Relationships		
1	Director Corporate Services	Direct report to this position and is an integral member of the team in the management of the Corporate Services and contributes to implementation of all relevant services.
2	Departmental and Service Managers	Works in partnership with all managers in ensuring service scopes are understood and delivered.
3	Departmental Staff	Provides guidance, direction and support to all staff.
4		
Does this role routinely interact with external Stakeholders? Yes		
1	Patients	Provides advice and assistance regarding surgical bookings
2		

Essential Requirements	
<ul style="list-style-type: none"> • Computer literacy. 	
Selection Criteria	
<ul style="list-style-type: none"> • Demonstrated experience leading, supervising and training others, along with the ability to work with minimal supervision. • Demonstrated experience making decisions that relate to day to day operational workforce planning needs, with the ability to prioritise resource allocation. • Demonstrated high level communication skills including interpersonal and liaison skills. • Proven proficiency in using PC based software including Microsoft office suite and network based applications. • Experience in developing, monitoring and maintaining staff rosters. • Demonstrated strong organisational, problem solving and negotiation skills, with the ability to be flexible and prioritise workloads to meet strict deadlines. • Demonstrated experience in developing work practices and procedures. 	

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Jobs Demand Checklist

Job Demands Frequency Key:

I = Infrequent (intermittent activity exists for a short time on a very infrequent basis)

O = Occasional (activity exists up to 1/3 of the time when performing the job)

F = Frequent (activity exists between 1/3 and 2/3 of the time when performing the job)

C = Constant (activity exists for more than 2/3 of the time when performing the job)

R = Repetitive (activity involved repetitive movements)

N = Not Applicable (activity is not required to perform the job)

Physical Demands

Sitting - remaining in a seated position to perform tasks	C
Standing - remaining standing without moving about to perform tasks	I
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	O
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	N
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	I
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	I
Kneeling - remaining in a kneeling posture to perform tasks	I
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	I
Leg / Foot Movement - Use of leg and / or foot to operate machinery	I
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	I
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	O
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	I
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	N
Reaching - Arms fully extended forward or raised above shoulder	I
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	I
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	N
Hand & Arm Movements - Repetitive movements of hands and arms	F

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Grasping / Fine Manipulation - Gripping, holding, clasping over the fingers or hands

Jobs Demand Checklist (Continued)	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	N
Driving - Operating any motor powered vehicle	O
Sensory Demands	
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	C
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	C
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	N
Taste - Use of taste is an integral part of work performance e.g. Food preparation	N
Touch - Use of touch is an integral part of work performance	N
Psychosocial Demands	
Distressed People - e.g. Emergency or grief situations	I
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	I
Unpredictable People - e.g. Dementia, mental illness, head injuries	I
Restraining - involvement in physical containment of patients / clients	N
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	N
Environmental Demands	
Dust - Exposure to atmospheric dust	N
Gases - Working with explosive or flammable gases requiring precautionary measures	N
Fumes - Exposure to noxious or toxic fumes	N
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	N
Hazardous substances - e.g. Dry chemicals, glues	N
Noise - Environmental / background noise necessitates people raise their voice to be heard	N
Inadequate Lighting - Risk of trips, falls or eyestrain	N
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	N

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Jobs Demand Checklist (Continued)	
Environmental Demands (Continued)	
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	N
Confined Spaces - areas where only one egress (escape route) exists	N
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	N
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	N
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	N
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	N

Created By: Rod O'Donnell

Title: Director Corporate Services, Camden and Campbelltown Hospitals

Approved By: _____

Title: _____