

POSITION DESCRIPTION

MNCLHD - Administration Officer Level 3



Mid North Coast
Local Health District

Our CORE values
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Mid North Coast Local Health District
Position Classification	Admin Off Lvl 3
State Award	Health Employees Administrative Staff (State) Award
Category	Administration & Health Records Administration
Website	www.mnclhd.health.nsw.gov.au

PRIMARY PURPOSE

Provision of timely and efficient administrative support to the team / department in line with current Mid North Coast Local Health District policies and procedures.

COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). Additionally, Category A workers are required to receive a booster dose three months after completing the primary course of COVID-19 vaccinations. New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate (IM011 immunisation medical exemption form) certifying the worker cannot have any approved COVID-19 vaccines available in NSW.

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations.

For Category A applicants, if dose 3 is not yet due they can sign the undertaking form to confirm they will receive the vaccine within 6 weeks of the dose due date.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

ESSENTIAL REQUIREMENTS

As per selection criteria.

KEY ACCOUNTABILITIES

- Assisting more senior officers in complex tasks or projects

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- Decision making in day to day operational matters
- Actively promotes and participates in patient safety and ongoing quality improvement programs.
- Engages in practices that promote the best possible health outcomes for patients/clients, and supports a culture of patient safety, clinical quality and innovation.

KEY CHALLENGES

- Exercise initiative in the performance of duties
- Manage and prioritise competing demands whilst maintaining attention to detail

KEY RELATIONSHIPS

Who	Why
Manager / Supervisor	Provide and receive feedback; operational issues
Other staff and departments or internal customers	To provide effective service delivery for the unit/department

SELECTION CRITERIA

1. Capability in providing administrative support with a sound knowledge of general administration procedures and technology
2. Competent skills in computer use and relevant software programs (eg Word, Excel, Outlook)
3. Proficient interpersonal, written and verbal communication skills with the ability to liaise confidently and courteously with people at all levels.
4. Capacity to work under broad supervision and ability to undertake a diverse range of tasks as an effective member of a multidisciplinary team
5. Proficient organisational skills with ability to prioritise workload to meet deadlines

OTHER REQUIREMENTS

Other Duties: Perform other duties as directed consistent with Award classification.

Vaccination: Category A

Closing the Gap: MNCLHD prioritises 'Closing the Gap' and improving the health outcomes of Aboriginal and Torres Strait Islander people. We are committed to development of culturally safe partnerships with local Aboriginal communities, organisations and Community Controlled Health Services.

Workplace Culture: Ensure all workplace conduct is consistent with the behaviours associated with MNCLHD values and the NSW Health Code of Conduct.

I agree to follow the MNCLHD's policy of zero tolerance towards workplace and family violence. I recognise that violence takes many forms subtle and overt including physical and psychological actions. I commit to not participate in these forms of violence and recognise it is illegal to do so. I will not initiate or participate as a bystander to violence. I will comply with MNCLHD organisational policy for responding to violence, recognising that all forms of violence are unacceptable, that violence is experienced by men, women and children, but most prevalent for women and children.

Workplace Diversity: Comply with and participate in the organisations workplace diversity policies and procedures. Please note: A person who is not an Australian citizen or a permanent resident is only eligible for temporary employment for a period not longer than the duration of their current visa or a period not shorter than the duration of the advertised position.

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Performance Review: A review of performance will be conducted 3 months after commencing and annually thereafter.

Finance and Assets: Manage allocated finance and resources efficiently and effectively.

Risk Management: All staff are expected to manage risks in their own area, and within their capacity and delegation of authority. Risks beyond a staff member's capacity or delegation need to be reported to their supervisor.

Work Health and Safety: Workers have a positive duty to demonstrate commitment to safety. This includes taking reasonable care for your own safety and others, participating with consultation arrangements and complying with work health and safety legislation, policies procedures and safety instructions.

Training: It is the responsibility of each staff member to comply with mandatory and other training requirements as directed by National, State and Local Legislation and Policy and as relevant to the position.

Continuous Quality Improvement: It is the responsibility of each staff member to be aware of the contents of the Policy and Procedures Manual(s) for their Department and to work within the principles contained therein.

Actively promotes and participates in patient safety and ongoing quality improvement programs. Engages in practices that promote the best possible health outcomes for patients/clients, and supports a culture of patient safety, clinical quality and innovation.

Non-smoking policy: MNCLHD sites are totally smoke free. Smoking is prohibited in the grounds, buildings and vehicles within the public health system.

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Job Demands for: MNCLHD - Administration Officer Level 3

Physical Demands	
<p>Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials</p> <p>Infrequent</p>	<p>Sitting - remaining in a seated position to perform tasks</p> <p>Constant</p>
<p>Standing - remaining standing without moving about to perform tasks</p> <p>Occasional</p>	<p>Walking - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Constant</p>
<p>Running - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Not Applicable</p>	<p>Bend/Lean Forward from Waist - forward bending from the waist to perform tasks</p> <p>Frequent</p>
<p>Trunk Twisting - turning from the waist while sitting or standing to perform tasks</p> <p>Constant</p>	<p>Kneeling - remaining in a kneeling posture to perform tasks</p> <p>Not Applicable</p>
<p>Squatting/Crouching - adopting a squatting or crouching posture to perform tasks</p> <p>Occasional</p>	<p>Leg/Foot Movement - use of leg and/or foot to operate machinery</p> <p>Not Applicable</p>

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<p>Climbing (stairs/ladders) - ascend/descend stairs, ladders, steps</p> <p>Occasional</p>	<p>Lifting/Carrying - light lifting and carrying (0 to 9 kg)</p> <p>Frequent</p>
<p>Lifting/Carrying - moderate lifting and carrying (10 to 15 kg)</p> <p>Occasional</p>	<p>Lifting/Carrying - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>
<p>Reaching - arms fully extended forward or raised above shoulder</p> <p>Frequent</p>	<p>Pushing/Pulling/Restraining - using force to hold/restrain or move objects toward or away from the body</p> <p>Not Applicable</p>
<p>Head/Neck Postures - holding head in a position other than neutral (facing forward)</p> <p>Frequent</p>	<p>Hand and Arm Movements - repetitive movements of hands and arms</p> <p>Constant</p>
<p>Grasping/Fine Manipulation - gripping, holding, clasping with fingers or hands</p> <p>Constant</p>	<p>Work at Heights - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Not Applicable</p>
<p>Driving - Operating any motor powered vehicle</p> <p>Not Applicable</p>	

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Sensory Demands	
<p>Sight - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Constant</p>	<p>Hearing - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Frequent</p>
<p>Smell - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Not Applicable</p>	<p>Taste - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Not Applicable</p>
<p>Touch - use of touch is an integral part of work performance</p> <p>Constant</p>	

Psychosocial Demands	
<p>Distressed People - e.g. emergency or grief situations</p> <p>Occasional</p>	<p>Aggressive and Uncooperative People - e.g. drug/alcohol, dementia, mental illness</p> <p>Occasional</p>
<p>Unpredictable People - e.g. dementia, mental illness, head injuries</p> <p>Occasional</p>	<p>Restraining - involvement in physical containment of patients/clients</p> <p>Not Applicable</p>
<p>Exposure to Distressing Situations - e.g.</p>	

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child abuse, viewing dead/mutilated bodies	
Not Applicable	

Environmental Demands	
<p>Dust - exposure to atmospheric dust</p> <p>Not Applicable</p>	<p>Gases - working with explosive or flammable gases requiring precautionary measures</p> <p>Not Applicable</p>
<p>Fumes - exposure to noxious or toxic fumes</p> <p>Not Applicable</p>	<p>Liquids - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p> <p>Not Applicable</p>
<p>Hazardous Substances - e.g. dry chemicals, glues</p> <p>Not Applicable</p>	<p>Noise - environmental/background noise necessitates people raise their voice to be heard</p> <p>Not Applicable</p>
<p>Inadequate Lighting - risk of trips, falls or eyestrain</p> <p>Occasional</p>	<p>Sunlight - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p> <p>Occasional</p>
<p>Extreme Temperatures - environmental temperatures are less than 15°C or more than 35°C</p> <p>Occasional</p>	<p>Confined Spaces - areas where only one egress (escape route) exists</p> <p>Not Applicable</p>

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<p>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</p> <p>Occasional</p>	<p>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</p> <p>Occasional</p>
<p>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</p> <p>Occasional</p>	<p>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</p> <p>Not Applicable</p>