

## POSITION DESCRIPTION

# Executive Assistant to Clinical Director Mental Health and Director Inpatient and Access

### Working in Southern NSW... People Caring for People

Our staff work in collaboration with all team members to ensure the needs of our patients and families are central to the decisions of the health care we provide.

You are committing to demonstrate the CORE values and behaviours

**Collaboration, Openness, Respect and Empowerment.**

Organisation	NSW Health
Local Health District / Agency	Southern NSW Local Health District
Position Classification	Admin Off Lvl 6
State Award	Health Employees Administrative Staff (State) Award
Category	Administration & Health Records   Administration   Executive Assistant
Vaccination Category	Category B
ANZSCO Code	521111 Personal Assistant
Website	<a href="http://www.snswhd.health.nsw.gov.au/">www.snswhd.health.nsw.gov.au/</a>

## PRIMARY PURPOSE

Provide professional administrative services to support the functioning of the Director Inpatient & Access, and Clinical Director Mental Health.

## 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). New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate 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. Please provide proof of booster vaccination if available.

## 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.

## POSITION DESCRIPTION

# Executive Assistant to Clinical Director Mental Health and Director Inpatient and Access

## KEY ACCOUNTABILITIES

- Demonstrate confidentiality, initiative, independent judgement and problem solving in the monitoring and management of key priorities and communications including email, telephone, fax, mail and intra net to support workflow and meet deadlines.
- Facilitate and maintain records and records management systems and processes including databases, files and reports in line with policy, best practice and legislation to meet compliance obligations and ensure information is appropriately recorded, retained and available.
- Coordinate the flow of documents and information and the monitoring of action plans through the use of information and communication technologies (ICT) such as intranet hosted applications, videoconferencing and Skype to meet operational needs.
- Supports people processes throughout the employee lifecycle such as recruitment, induction, orientation, leave management, rostering, payroll and exit to meet workload through appropriate staffing levels.
- Provide secretariat support to manage and maintain meetings, diaries, travel and organisational arrangements including conference bookings and room bookings to assist the Director Inpatient & Access, Clinical Director Mental Health and their teams to meet commitments.
- Provide administrative support and activities to the Clinical Director Mental Health to assist with all aspects of medical staff employment including medical rosters, medical staff orientation including medical students, medical staff recruitment and medical staff meetings.

## KEY CHALLENGES

- Identifying and managing competing priorities and completing key tasks with attention to detail in a high volume work environment.
- Supporting communication networks and day to day business operations and major change projects across the Directors' operational areas with respect, sensitivity and consideration of diversity.

## KEY RELATIONSHIPS

Who	Why
Manager	Receive direction, escalate issues, share information and process navigation
Team	Facilitate approvals and meetings, share information, coordinate workload, collaborate
Staff across the Managers team/s and site/s	Receive enquiries, provide information, process navigation, act as secretariat for committees, groups and meetings as required.
Patients, Families, Public	Facilitate receiving and responding to correspondence and providing information
Agencies, Service Providers, Consultants	Facilitates receiving and responding to agreements, correspondence, managing workflows and providing information

## POSITION DESCRIPTION

# Executive Assistant to Clinical Director Mental Health and Director Inpatient and Access

## SELECTION CRITERIA

1. Relevant experience in a similar role providing administrative support to senior managers.
2. Well-developed interpersonal, verbal and written communication and negotiation skills necessary to build and maintain effective relationships and teamwork with a diverse range of stakeholders.
3. Proven time management skills with the ability to meet deadlines and respond in a calm effective manner to rapidly changing priorities.
4. Evidence of ICT and records management skills including the use of databases, applications and systems along with high level use of Microsoft suite of programs.
5. Demonstrated ability to maintain privacy, confidentiality and exercise discretion and initiative.
6. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays as required.

## OTHER REQUIREMENTS

- Southern NSW Local Health District is committed to providing a person centred environment focusing on all aspects of safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.
- All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.
- All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.
- All employees must take all reasonable care for themselves and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.