

HUMAN RESOURCES JOB DESCRIPTION FORM

POSITION TITLE	Executive Assistant
DEPARTMENT	Corporate Administration
REPORTS TO	Chief Executive Officer/Director of Nursing

POSITION SUMMARY

- Provides high level secretarial & administrative support to the Chief Executive Officer/Director of Nursing and the Board of Management.
- Monitors compliance with relevant health related legislative requirements.
- Coordinates and facilitates the requirements of the committee structure.
- Assists in maintaining the currency and integrity of the information required to maintain the Australian Council on Healthcare Standards (ACHS) Accreditation.

DUTIES

- Provides high level secretarial & administrative support to the Chief Executive Officer/Director of Nursing and Board of Management.
- Performs general administrative duties eg. word processing, photocopying, publications (*e.g. Theatre Snippets*) etc.
- Maintains accurate filing of all relevant correspondence.
- Provides minute taking and preparation of agendas for the Board of Management and all other hospital committees.
- Maintains up to date files and records of accredited Visiting Medical Officers.
- Monitors compliance with currency of registrations, insurances and legislated criminal clearance certifications.
- Maintains the currency and accuracy of personnel files and the staff database.
- Maintains the currency and accuracy of the hospital membership database.
- Maintains the currency and accuracy of the information provided on the intranet and the organisations website.
- Actively participates in the hospital's Performance Review Program including the accreditation process.
- Successfully completes mandatory education on an annual basis.
- Maintains a safe working environment for self and others in accordance with South Perth Hospital policies and procedures, Occupational Health and Safety Act 1984 and Infection Control procedures.

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- Demonstrates awareness of Incident and Hazard Reporting processes.
- Actively participates in unit meetings and quality activities.
- Participates in, contributes to and implements quality improvement and risk management strategies.
- Performs other duties as directed by Chief Executive Officer/Director of Nursing.

SELECTION CRITERIA

ESSENTIAL:

- Demonstrated high level of interpersonal and written communication skills.
- Demonstrated proficiency with word processing and data entry skills.
- Demonstrated ability to manage and prioritise own work with a high attention to detail.
- Previous experience in producing agendas, reports and taking minutes.
- Proven experience in handling confidential and sensitive material/issues.
- Previous executive support experience.
- Well developed problem solving skills.
- Demonstrated ability to work as a member of a team.

DESIRABLE:

- Previous administrative experience in a health or health related industry.
- Advanced computer skills - word processing, spreadsheets, databases, and graphics.
- Knowledge of and experience with the Australian Council on Healthcare Standards accreditation process.