

Position Title: **Committee and Engagement Administration Assistant**

Campus: Ballarat

Directorate: People Safety & Engagement

Department: Engagement / Redevelopment and Infrastructure

Reports to: **Director Engagement or delegate (TBC)**

Appointment Terms/Conditions:

Classification and Code: Grade 1

Enterprise Agreement: (Victorian Public Health Sector) Health and Allied Services, Managers & Administrative Workers) Enterprise Agreement 2021 – 2025

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit www.grampianshealth.org.au.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The Committee Administration Assistant position will support the Equity Diversity and Inclusion and Sustainability activities across Grampians Health by providing administrative and practical support in relation to secretariate tasks and deliverables by the Equity, Diversity and Inclusion Committee, the Environmental Sustainability Committee and other initiatives as applicable.

KEY ACCOUNTABILITIES

Committees

- Provide administrative support to committees to support the monitoring and reporting of the status of deliverables in the EDI plans and activities such as: Gender Equity Action Plan, Reconciliation Action Plan, Disability Action Plan, Intercultural Action Plan, Environmental Sustainability Action Plan, and others as required.
- Provide administrative assistance to the relevant Executive Assistant in undertaking the committee secretariate role. These tasks include collating meeting papers, drafting minutes for review, establishing agendas, collating presentations, and others task as directed.
- Undertake activities to support the delivery of actions within the nominated plan as directed.
- Provide secretariate administrative assistance to working groups of the relevant committees.
- Attend and actively participate in committee meetings
- Actively participate in the tracking of Quality improvement projects for the committees as required including updating actions in quality reporting on RiskManQ or other administrative systems and for Department reporting.

Engagement

- Manage shared mailboxes and triage enquiries to ensure timely responses and appropriate escalation as required.
- Undertake desktop research and data collection to support projects and enter information accurately into the CRM system.
- Provide administrative support for meetings, including preparing agendas, collating papers, drafting minutes for review, and following up on agreed actions.
- Draft correspondence and documentation to support the work of the team and ensure consistent communication.
- Assist with operational activities including event logistics, procurement tasks, and other duties as directed.

KEY SELECTION CRITERIA

Qualifications

Previous clerical / administrative experience or similar role is desirable.

Technical/Professional Knowledge and Skills

- Experience in working in a complex work environment where sensitive information is treated with upmost confidentiality.
- Developed communication, interpersonal and negotiation skills.
- Ability to build strong working relationships both internal and external to the department and the ability to work within a team environment.
- Proficient word processing and keyboard skills with the ability to produce correspondence, minutes of meetings, reports, presentations and other forms of documentation.
- Organisational skills and demonstrated ability to maintain office systems and procedures.
- Experience in co-ordinating a range of concurrent tasks, meeting work deadlines, taking initiative and working effectively with a range of staff in a demanding and complex work environment.
- Proven ability to use a range of Microsoft Office programs including Excel, Word and MS Teams.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary a NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.