

Position Title: Senior Administration Officer

Campus: Ballarat

Directorate: Medical

Department: Grampians Public Health Unit

- **Reporting to** Direct: Operations Manager- Grampians Public Health Unit
Indirect: Director Population and Public Health

Direct Reports:

None

Appointment Terms/Conditions:

- **Classification and Code:** HS3
- **Enterprise Agreement:** Health And Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) 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.

About Grampians Public Health Unit

Established in January 2021, the Grampians Public Health Unit (GPHU) serves as one of Victoria's nine designated local public health units within the state-wide public health system. Hosted by Grampians Health, the GPHU operates with a distinct mandate and regional scope to provide comprehensive public health leadership across the entire Grampians catchment. As the designated public health unit for the Grampians region, the GPHU is responsible for delivering public health functions across all 11 Local Government Areas within its catchment. This regional responsibility encompasses communicable disease control, health promotion, environmental, and disease prevention for more than 250,000 residents across the 47,000 square kilometer catchment.

The GPHU's purpose is to promote health, prevent disease and protect the health and well-being of all communities throughout our region. We achieve this by leading work to regionalise the response to containing and controlling communicable conditions, as well as promoting health and wellbeing outcomes that matter to people, communities, and the environment across our extensive geographic catchment.

The GPHU works in close collaboration with the Victorian Local Public Health Network and the Department of Health. In fulfilling our comprehensive public health mandate, the GPHU coordinates regional responses to communicable diseases, leads preventative health initiatives, and promotes health and wellbeing across all communities throughout the Grampians region, working alongside diverse stakeholders in every part of our catchment.

Our collaborative approach includes partnerships with leaders from all health services in the region, aged care and disability services, local government authorities, emergency services, community and cultural organisations, businesses and government departments who are motivated to lead health efforts in their own communities. This comprehensive regional approach ensures that public health initiatives reach all communities within the Grampians region through coordinated partnerships with stakeholders across the region.

POSITION PURPOSE

The Grampians Public Health Unit (GPHU) Senior Administration Officer provides an advanced level of administrative support to the GPHU Director and Operations Manager, and team members in a complex and rapidly evolving environment.

The GPHU Administration officer will be required to work with stakeholders at a broad range of levels up to and including the Victorian Government to lead the development and implementation of GPHU administrative systems and processes.

KEY ACCOUNTABILITIES

The GPHU Senior Administration Officer will:

- Provide administration support to GPHU Director and Operations Manager
- Provide administration support to facilitate operation of GPHU
- Liaise with internal and external stakeholders to facilitate systems and ongoing functions of GPHU such as but not limited to roster, payroll, finance, IT, environment, equipment, contract, purchase, accounts payable etc.
- Develop, design, coordinate and manage a document management system for the Grampians Public Health Unit
- Coordinate impromptu and scheduled meetings, committees (prepare agendas, take minutes, track actions) and events
- Liaise with senior staff across the region to obtain and present information
- Provide technical document/spreadsheet/presentation expertise to the GPHU team – creating, editing, and formatting as required. Documents will include, but may not be limited to, Executive Briefs/Papers, templates, presentations, correspondence, advisories, business cases, and surveys.
- Manage high level access to DH APPCONNECT system for access to PHESS and other systems
- Manage databases (MS Teams, network drive, registers,)
- Participate in relevant committees, attend relevant meetings, and prepare and submit reports as required

- Participate in quality, governance, and improvement activities
- Participate in project and task in consultation with management
- Compliance in mandatory training and development
- Other duties as required.

Assist the GPHU team with operational/business responsibilities as required, such as:

- Recruitment – process clinical and administrative recruitment requests, contract variations, and terminations
- EFT/payroll reconciliations and salary transfers
- Data analysis and reporting

Create, submit, and/or track:

- Invoices and Invoice Payment Requests
- Staff leave requests
- Workplace Requisition requests
- BEIMS maintenance requests
- IT and Financial access and delegation requests
- Contracts/Agreements approvals
- Staff off-boarding and on-boarding process

KEY SELECTION CRITERIA

Essential

- Proficient in the use of broad established administrative processes in a health service
- Demonstrable experience supporting senior leadership teams
- Demonstrated influencing skills to persuade and gain workforce cooperation
- Demonstrated ability to form and sustain collaborative stakeholder relationships
- Keen attention to detail
- Demonstrated ability to be proactive and show sound judgement in a diverse and continuously evolving environment where needed
- Demonstrated ability to work independently/without direct supervision and use initiative to anticipate and solve problems
- Advanced technical skills in MS Office (Word, Excel, PowerPoint, Outlook, Visio)
- High levels of technology literacy
- Sound understanding of information, file, and document management.
- Proven ability to adapt to a dynamic environment with rapidly changing priorities.
- A track record in working collaboratively with colleagues

Desirable:

- Experience supporting/coordinating project teams
- Familiarity with Grampians Health's technical systems and databases, including:
 - Teams, SharePoint
 - SuccessFactor (recruitment)
 - Optima (rostering/timesheets)
 - MagiQ (finance)
 - ARMs (purchasing)
 - BEIMS (maintenance)
 - EftSure

Personal attributes

- **Adaptability** - Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- **Decision Making** - Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of

action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.

- **Gaining Commitment** - Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans; modifying one's own behaviour to accommodate tasks, situations, and individuals involved.
- **Initiating Action** - Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive
- **Managing Work** - Effectively managing one's time and resources to ensure that work is completed efficiently
- **Technical/Professional Knowledge and Skills** - Having achieved a satisfactory level of technical and professional skill or knowledge in position related areas; keeping up with current developments and trends in areas of expertise.

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.