


POSITION DESCRIPTION

JOB TITLE	Administration Officer
REPORTS TO	TBC
DATE	August 2023
CONTRACT TYPE	Full Time Fixed Term
ORGANISATIONAL CONTEXT	
<p>Our employees are supported to utilise the breadth of their skills and expertise in achieving the organisation's goals.</p> <p>Our employees are community focussed, embrace change, are agile and are solution focused.</p> <p>Our employees are committed to our organisational values that guide our decision making and behaviours.</p>	
POSITION OBJECTIVE	
<p>Provide effective administration across the Primary Care Transformation and Integration leadership team enabling the team to deliver high quality outcomes and outputs in relation to primary health integration and change.</p>	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> • Work proactivity with the team to provide a range of administrative support • Liaise with key stakeholders to organise and coordinate meetings • Coordinate project schedules, meetings and appointments for team members • Maintain accurate and up to date records that enable effective team administration • Anticipate, organise and coordinate relevant activities and events within the team that have a direct impact on the team achieving their objective • Deliver effective documentation preparation, editing and collation of reports and documentation • Assist with the drafting of written communications, managing documents and databases <p>Other Responsibilities</p> <ul style="list-style-type: none"> • Ensure "best practice" processes across all areas of responsibilities Comply with the organisations policies and procedures. • Ensure the safety of yourself and others in line with the organisations WHS policies and procedures and the Workplace health and safety Act 2011 • Ensure financial controls are adhered to and in line with the financial risk governance framework • Perform other duties reasonably required as directed 	

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WentWest is an evolving organisation of continual improvement. The role scope described is intended as a guide to the responsibilities.

ADDITIONAL REQUIREMENTS AND TRAVEL REQUIRED – REMOVE IF NOT RELEVANT

- Regular travel including some overnight travel within the Western Sydney area or as required.
- Some out of hours work on evenings and weekends will be required eg community forums, or meetings.
- Own fully insured vehicle required.

MANAGEMENT SYSTEM

- Ongoing compliance with WentWest management system requirements.
- Responsible for ensuring that all documents that are part of the WentWest management system and assigned to this position are reviewed and updated in accordance with the Control of Documents and Records Policy

QUALIFICATIONS

- N/A

SKILLS AND EXPERIENCE

Essential

- 3 years' experience in a similar role
- Effective oral and written communication skills
- Demonstrated ability of providing diary management and taking minutes
- Ability to manage competing priorities while maintaining high work standards and accuracy
- Ability to work for a range of people
- Demonstrated use of initiative and can do attitude
- Compliance with WentWest's mandatory COVID-19 Vaccination Policy requiring double vaccination against COVID-19

Desirable

- Experience of working within the health sector
- Advanced skill level of Microsoft office

PRE-APPOINTMENT REQUIREMENTS – These must be provided prior to offering a position to a candidate

- Right to work in Australia documents (Passport, or Birth certificate with 100 points of ID)
- Certification of any tertiary qualifications and professional memberships
- Verification of double vaccination against COVID-19 in accordance with WentWest's mandatory COVID-19 Vaccination Policy
- National Police check completed in the last 6 months
- Working With Children Check

POSITION DESCRIPTION

WENTWEST VALUES - behaviours and ways of working the organisation sees as critical

Display an attitude and behave in a manner that is in keeping with our Core Values and through own behaviour, and through effective implementation of a positive team-based culture

Creativity – challenge convention

Leadership – Inspire action

Equity – actively overcome barriers

Excellence – be the best we can be

Respect – understand others

COMPETENCIES REQUIRED FOR THE ROLE

ACCOUNTABILITY - Holds self accountable and can be relied upon to ensure that project within areas of responsibility are completed in a timely manner. Builds an understanding of the internal and external environment in order to deliver work in a highly effective and professional manner

Skills to be demonstrated through performance:

- Plans and organises - Level 2
- Demonstrates personal and professional accountability – Level 2
- Works within risk, finance and governance framework – Level 2

COLLABORATION AND TEAMWORK- Willingly cooperates and works collaboratively with internal colleagues and external partners and stakeholders in order to accomplish organisational/team/project/program objectives

Skills to be demonstrated through performance:

- Works collaboratively - Level 3
- Demonstrates commitment to the team - Level 3
- Builds collaborative partnerships – Level 2

COMMUNICATION - Effectively communicates to promote understanding and support informed discussion with internal colleagues and external partners and stakeholders, providing timely delivery of information and selection of the most appropriate method of communication

Skills to be demonstrated through performance:

- Communicates Clearly and concisely- Level 3
- Influences and negotiates - Level 2
- Works to reconcile to diverse views – Level 2

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CUSTOMER FOCUS - Capacity to identify and anticipate the needs of both internal and external customers and deliver the defined range of services to meet and exceed customer expectation while optimising the organisation's interests.

Skills to be demonstrated through performance:

- Identifies and responds to client needs - Level 2
- Maintains relationships - Level 2
- Strives for continuous improvement – Level 3

INITIATIVE – Evaluates, selects and acts on various methods and strategies for solving problems and meeting objectives before being asked or required to do so; explores alternatives and responds to challenges with innovative solutions.

Skills to be demonstrated through performance:

- Reacts to change and Improvement - Level 2
- Displays initiative and identifies innovative solutions- Level 3

APPROVAL

Approved By:	Anthea Markham
Position:	P&C Director
Date:	September 2023