

POSITION DESCRIPTION

Executive Assistant Director Nursing and Midwifery Primary and Community Health



Northern Sydney
Local Health District



Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Admin Off Lvl 6
State Award	Health Employees Administrative Staff (State) Award
Category	Administration & Health Records Administration Senior Administration
Vaccination Category	Category B
ANZSCO Code	599999 Clerical and Administrative Workers nec
Website	www.nslhd.health.nsw.gov.au/

PRIMARY PURPOSE

Who we are: We are a health service that touches thousands of lives across the Northern Sydney Local Health District, together as a team of like-minded people. We are passionate, driven and have the skills and knowledge to care for our patients whilst creating the best services possible. Our teams have meaningful, interesting and rewarding work everyday. We challenge and nurture each other, sharing our knowledge and experience so that we can deliver better care for everyone. There's a real sense of belonging here because we value and respect our patients, employees, and teams' voices. You'll feel a real privilege being a trusted caregiver in our patients, their families, their carers, and our communities' lives.

The Executive Assistant/Administrative Officer Level 6 provides high-level administrative support and services to the Director Nursing & Midwifery Primary and Community Health which supports service delivery goals. This includes, but not limited to:

- Provides high-level, efficient and accurate executive administrative support.
- Functions as a member of the NSHNS Senior Administrative Support Team and provides leadership to other team members.
- Acts in a confidential manner regarding all matters related to the Service.
- Functions as a member of the administrative team, assisting other team members as appropriate and approaching the role in a flexible and cooperative manner.
- Implements ways of improving the secretarial / administrative systems / procedures of the Service.
- Provide support in regard to financial management and processing patient transaction of service equipment and ordering.

RESPIRATOR USE

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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.

ESSENTIAL CRITERIA

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

NSLHD supports [diversity and inclusion](#) and these principles should be applied when interacting with our patients and work colleagues.

KEY ACCOUNTABILITIES

Level Specific Responsibilities

The Administration Officer will possess well developed communication skills and the ability to bring a creative approach to problem solving and conflict resolution. The Administration Officer will formulate policies that reflect current and future organisational requirements. The Administration Officer will possess the ability to develop policy and advice for senior and line management. The incumbent will create guidelines, rules, instructions or procedures for use by other staff may be developed at this level relevant to the area of responsibility. The Administration Officer will evaluate new methods and technology and disseminate information to appropriate areas. The Administration Officer is required to exercise advanced skills and knowledge in respect of pay office functions, check subordinates work and interpret pay enquires.

Education, Training and Research

The Administration Officer will maintain an up-to-date knowledge of clinical service delivery whilst preserving professional competency standards and ethics. The Administration Officer will complete all mandatory training and attend any lectures, tutorials, programs and development activities that management deems necessary. Part of the responsibility of the Administration Officer is to assist with the education and training of staff within the unit. The incumbent must develop and maintain a continuous program of self improvement in conjunction with the Head of Department.

Information Management

It is the responsibility of the Administration Officer to comply with and maintain access to relevant data bases and information systems. The incumbent must check their work email on a daily basis and reply to queries in a timely fashion.

Safe Practice and Environment

The Administration Officer will work according to the Departmental safe work methods and guidelines. The incumbent must adhere to all NSWHealth and NSLHD Policies and Procedures.

Workforce Health & Safety

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

KEY CHALLENGES

- Managing a varied and busy workload with competing demands and priorities.
- Ensuring appropriate communication within a fast pace environment.
- Working autonomously to resolve issues that arise and ensure escalation.

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KEY RELATIONSHIPS

Who	Why
Management	To report on day to day tasks and any issues.
Relevant NSLHD Department Staff	Communication purposes, to ensure a high level of service.
Administration Staff	Communication purposes, to ensure a high level of service.
Patients, Carers, Visitors and Staff	To build a friendly rapport.
External Service Providers	To share information.

SELECTION CRITERIA

1. Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.
2. Highly professional phone manner and excellent communication and interpersonal skills.
3. Excellent oral and written communication skills.
4. Well-developed computer skills including accurate data entry skills.
5. Demonstrated ability to work independently as well as part of a team.
6. Ability to be self-motivated with good time management skills.
7. Demonstrated flexibility with work duties and location.