

Position Description

ICT Projects Administration Officer

Agreement:	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Admin)
Classification:	Grade 3
Directorate:	Infrastructure and Medical Services
Reports to:	General Manager, Infrastructure and Medical Services
Direct Reports:	Nil

Our vision is ensuring the health and wellbeing of our community.

Persistence	Integrity	Compassion	Respect	Responsiveness
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Role Description

The ICT Project Administration Officer is a newly-created role to support a number of ICT projects. You will be joining an organisation that is the product of a recent merger between 2 community health organisations. The integration of our services, systems and ICT is a priority over the term of this role. This is a hands on project administration role, providing a great variety of work and challenges. It will be a critical resource and will assist in allowing ICT projects, other integration tasks and business as usual functions to continue.

This position will provide a full range of administration services to support and progress critical ICT projects. You will assist the ICT Projects Manager (applications) and other DPV Health senior staff responsible for the projects.

Roles Key Accountabilities

Service Delivery

- Assist in the tracking of a number of simultaneous ICT projects
- Assist staff with problems and recommend action to be taken
- Collate, cleanse and load data into new ICT applications
- Assist in the development and presentation of training programs
- To maintain office support systems, including records, registry, filing systems, information designation and retrieval.
- To liaise with other service sites to ensure efficient flow of information and data between centres.
- To provide support to members of the various project teams
- Act as minute taker for designated internal committees
- To support coordination of internal events, education sessions and publications
- To meet, and strive to exceed, personal and workgroup targets for Key Performance Indicators as set from time to time by DPV Health.

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Administration

- Prepare Agenda and reports
- Circulate Agenda and other information to all project teams
- Maintain regular contact with project teams
- Liaise with the designated members attending any committees
- Assist in a variety of administrative tasks associated with daily diary activities, project tracking submissions, integration projects
- Preparation, word processing and formatting of correspondence and organisational materials
- Meetings administration including scheduling and minute taking
- Organising small functions and catering
- Dissemination and collation of internal and external documents related to ICT projects
- Follow through and action of correspondence
- Document management
- Data collection, entry, collation and reporting as required
- Administratively support management in planning integration projects
- General Administration as directed by the Integration Project Manager when covering/supporting Integration Team

Organisational

- To abide by and actively support DPV Health's OH&S policies to ensure the safety and wellbeing of the employee, clients, colleagues, contractors and visitors.
- To ensure that the confidentiality of DPV Health clients is respected and upheld at all times.
- To actively support the Vision, and Values contained in the DPV Health Strategic Plan.
- To undertake Continuing Professional Development and annual workplan development.
- To abide by the Policies & Procedures of DPV Health (which may be amended from time to time).
- To actively promote DPV Health and its services within the community.

Other duties as directed.

Culture, Engagement, Diversity – People Experience

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
- Create and implement a culture of trust, collaboration and ownership
- Initiate, complete and promote the value of regular supervision, annual work plans and undertake annual performance reviews
- Actively participate in and promote all required training, inductions and development. Including ensuring your team completes all required training and demonstrates skills learnt.
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct

Health and Safety

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety management system.

Risk Management and Compliance – Quality and Accreditation

- Ensure documentation supports both quality and department standards.
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response.
- Identify risks as they emerge and proactively address new and known risks.

This position description contains the key tasks and associated performance indicators for this position. The list of key tasks is not intended to be complete. Other tasks will be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

DPV Health Requirements

- Current Victorian Drivers Licence
- Disability Worker Exclusion Check
- Travel between sites is required
- Valid Working With Children Check
- Satisfactory Policy Check

Authority

The occupant of this position has authority as per the delegation manual.

Key Selection Criteria

Qualifications

- Qualifications in Administration, Project Management or ICT desirable.

Experience & Skills

- Ability to provide quality administrative services in a high volume, high pressure environment;
- Successful experience simultaneously supporting a range of competing projects or programs,
- Proven ability to accurately manage large quantities of critical data
- Ability to learn and adapt to new information technology systems,
- Ability to relate well to staff and clients,
- An ability to manage complex inquiries from staff and other stakeholders,
- Ability to plan and organise competing workloads,
- Relevant experience that demonstrates the Core Competencies, Attributes and Capabilities.