

| Position Definition | |
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| Position: | Executive Assistant to the General Management Team |
| Agreement: | Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administration Officers) Multiple Enterprise Agreement 2018-2022 |
| Classification: | Grade 3 |
| Position reports to: | General Manager, People, Culture and Transformation |
| Effective date: | February 2018 |
| Approved by: | Chief Executive Officer |

| Organisational Context |
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| <p>DPV Health provides primary healthcare, social and psychological support services to people of all ages, focusing on the growing outer northern metropolitan area of Melbourne. Our services have a strong focus on treatment, prevention, early identification, rehabilitation and maximization of independent living skills.</p> <p>DPV Health is a major provider of primary healthcare in our region and is committed to establishing a well-integrated primary healthcare service that is accessible to people in the Hume, Whittlesea and neighbouring metropolitan and rural municipalities. DPV Health partners with General Practitioners, Hospitals, the three levels of government, local agencies and community members to achieve an effective universal primary healthcare system.</p> <p>DPV Health is a registered Community Health Centre and a Company Limited by Guarantee. It is funded by government grants and other self-managed revenue activities. It is governed by a Board of Directors elected and appointed from the community.</p> <p>Our expectation is that staff will operate as a co-operative team. Our staff will be flexible, multi-skilled and able to work with a diverse range of individuals, multidisciplinary groups and community agencies.</p> <p>Our staff will continually update their knowledge to take on new responsibilities and challenges.</p> |

| Purpose and Scope |
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| <p>This position will provide full range of administration services to the Chief Information Officer, Chief Finance Officer and the General Manager People, Culture and Transformation. It is primarily located at the Epping site (2 Graystone Court), also providing cover support when CEO EA is on leave as required for meetings etc.</p> <p>The incumbent will provide secretarial services to the internal organisation committees– including but not limited to People, Culture and Engagement, Leadership, Finance, Audit and Risk, Information Communication Technology, Infrastructure, Emergency Management and Occupational, Health and Safety Subcommittee and any others as required.</p> <p>The position will be responsible for supporting the Executive Team's diary and meeting management/coordination, alongside assisting with report /submission compilation, event and workshop management and proof reading internal documents.</p> <p>The position will also provide Reception duties at the new Support Office at Graystone Court in Epping.</p> |

| Key Responsibilities and Duties | |
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| <p>Service delivery:</p> | <ul style="list-style-type: none"> ◆ Perform General Administrative Duties including email/phone message management ◆ To maintain office support systems, including records, registry, filing systems, information designation and retrieval. ◆ To be responsible for local facilities and service functions to support the role of the Executive Team across all sites. ◆ To liaise with other service sites to ensure efficient flow of information and data between centres. ◆ To provide executive support to any member of the Executive Team ◆ Act as minute taker for designated internal committees ◆ To support coordination of internal events, education sessions, workshops 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 and/or funding bodies in areas such as Safety, Efficiency and Effectiveness, amongst others. |
| <p>Committee support</p> | <ul style="list-style-type: none"> ◆ Prepare committee calendar annually ◆ Prepare Agenda and reports under the direction of the Executive Team ◆ Circulate Agenda and other information to all committee members ◆ Maintain regular contact with committee members as requested by the Executive Team ◆ Liaise with the designated Board members attending any committees |

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| Administration: | <ul style="list-style-type: none"> ◆ Assist the Executive Team in a variety of administrative tasks associated with daily diary activities, submissions, special projects, and events (eg Annual General Meeting, Staff education, promotional events) ◆ Preparation, word processing and formatting of correspondence, submissions, tenders, workshop documents and organisational materials ◆ Meetings administration including scheduling and minute taking ◆ To proof read internal documents, including internal communications to all employees ◆ Organising organisational functions and catering, including the end of year celebration ◆ Dissemination of and filing of internal and external correspondence related to services, programs etc ◆ Follow through and action of correspondence ◆ Document management ◆ Data collection, entry, collation and reporting as required ◆ Administratively support management in planning and special projects coordination ◆ General Administration as directed by the CEO when covering/supporting the Executive Team |
| Organisational: | <ul style="list-style-type: none"> ◆ 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, Purpose and Values contained in the DPV Health Corporate 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. ◆ Attendance at Reception Counter to greet visitors and provide a professional, welcoming experience ◆ Other duties as directed. |
| Leadership: | ◆ Not applicable. |
| Management: | ◆ Not applicable. |
| Financial: | ◆ Not applicable. |

| Key Responsibilities and Duties | |
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| Others (specify): | ◆ Not applicable. |
| Core Competencies, Attributes and Capabilities | |
| Clinical/professional: | <ul style="list-style-type: none"> ◆ Demonstrated commitment to the principles of diversity, EEO and participatory work practices. ◆ Demonstrated commitment to and use of appropriate ethical standards and behaviours. |
| Client orientation: | <ul style="list-style-type: none"> ◆ Demonstrated commitment to social justice and advocacy on behalf of clients. ◆ Demonstrated sensitivity to Culturally and Linguistically Diverse (CALD) individuals and communities. ◆ Demonstrated commitment to access and equity for individuals from disadvantaged communities. |
| Interpersonal: | <ul style="list-style-type: none"> ◆ Well-developed written and oral communication skills including public presentation skills. ◆ Ability to liaise effectively with clients, community groups, other employees and external agencies. ◆ Ability to negotiate and gain co-operation and support from others in a team environment. ◆ Willingness to support team members and work as part of a cohesive administration team across DPV Health. |
| Leadership: | <ul style="list-style-type: none"> ◆ The capacity to inspire trust and confidence by others. ◆ Ability to manage competing priorities. ◆ Capacity to contribute to and influence plans and decisions at appropriate levels. |
| Management: | ◆ Not applicable. |
| Computer: | <ul style="list-style-type: none"> ◆ Excellent demonstrable knowledge of MS Outlook, MS Office (including Word, Excel, Publisher, PowerPoint) and Internet Explorer. ◆ The capacity to learn to effectively use the DPV Health electronic records systems (for example VHIMS, TRIM, TrakCare, Titanium). |
| Others (specify): | ◆ Not applicable. |
| Financial: | ◆ Not applicable |

| Key Selection Criteria | |
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| Mandatory: <i>Successful applicants are required to provide certified copies of the mandatory qualifications listed in this section.</i> | <ul style="list-style-type: none"> ◆ Ability to provide quality administrative services in a high volume, high pressure environment; ◆ Ability to learn and adapt to new information technology systems. ◆ Strong Emotional Intelligence and ability to relate well to staff and clients, ◆ An ability to manage complex inquiries from clients, staff and other stakeholders, ◆ Ability to plan and organise workload including general office and reception duties. ◆ Relevant experience that demonstrates the Core Competencies, Attributes and Capabilities. |
| Desirable: | <ul style="list-style-type: none"> ◆ Proficiency in a community language would be an advantage ◆ Current Driver's Licence ◆ First Aid Certificate would be an advantage. |

| Conditions of Employment | |
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| Remuneration: | <ul style="list-style-type: none"> ◆ The employee will be paid in accordance with the Award/Agreement. ◆ Salary Packaging is available for permanent and fixed term employees, in accordance with prevailing legislation and DPV Health Policy. ◆ Novated Car Leasing is available for all permanent employees. |
| Location: | <ul style="list-style-type: none"> ◆ The employee will be expected to work, either temporarily or permanently, at any site operated by DPV Health. |
| Hours of duty: | <ul style="list-style-type: none"> ◆ The hours of duty will be as rostered by the employee's Supervisor. |
| Pre-employment checks: | <ul style="list-style-type: none"> ◆ A Police Check is mandatory. In accordance with DPV Health Policy, relevant convictions will be taken into consideration when considering applicants for this position. ◆ All employees of DPV Health must be either an Australian Citizen, Permanent Resident or have an appropriate Australian visa that will legally enable them to fulfil the obligations of the contract of employment. ◆ A Working with Children Check (WWC) is mandatory for this position. Failure to obtain and retain a WWC card will make the employee automatically ineligible for employment in this position. |

Conditions of Employment

Probationary period:

- ◆ Confirmation of new employees to DPV Health is subject to a 6 month probationary period, during which time the employee must demonstrate satisfactory capability to perform the Key Responsibilities and Duties. This probationary period is regarded as an extension of the interview process.

Acknowledgement

***Position Descriptions may be modified from time to time in accordance with DPV Health Policy, relevant Awards, Agreements or Legislative amendments.
 Awards and Agreements may be modified or replaced in accordance with the Fair Work Act 2009.***

Employee signature:

Employee name:

Date:

