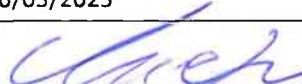


**Job Description Form
Administration Assistant
(CS – 016)**



**Bega
Garnbirringu**
HEALTH SERVICE

Sickness gets better.

Position Title	Administration Assistant		Position Number	(CS – 016)
Work Group:	Corporate Services			
Work Unit:	Administration			
Reports to:	Chief Finance Officer			
Supervisory:	No			
Award:	Aboriginal & Torres Strait Islander Health Workers & Practitioners & Aboriginal Community Controlled Health Services Award 2020 (Cth) Nurses Award 2020 NES Fair Work Conditions Contract of Employment			
Position Term:	Permanent Part time			
Date:	6/03/2024	No of pages:	4	
Review Date:	6/03/2025	Status:	Active	
Endorsed By: (Chief Executive Officer)		Date of Endorsement:	07/03/2024	

VISION STATEMENT

Our vision is for a healthy community, living healthy lifestyles and working together to extend life expectancy.

MISSION STATEMENT

Our mission is to provide sustainable, culturally appropriate, and holistic health services for Aboriginal people in the Goldfields, and to address the social determinants of health through health promotion, education, campaigns, and preventive health services. We are committed to the development of a professional workforce to deliver these services.

ABOUT BEGA

Bega Garnbirringu Health Services (Bega) approaches health service delivery from a holistic perspective. This means that Bega seeks to close the gap in health outcomes for Aboriginal people through a multi-faceted approach that includes a high level of attention to the social determinants of health as well as clinical and primary health.

In order for this approach to be effective it is essential that all staff view their role through the eyes of the client and from a whole of organisation perspective. To this end it is essential that all employees be team oriented and prepared to work cooperatively in a multi-disciplinary environment. All employees must abide by their contract of employment and code of conduct and apply themselves to their duties with professionalism, integrity, ethical practice and with diligence.

The organisation has a strong commitment to the provision of services that are culturally appropriate and safe for Aboriginal clients.



PURPOSE OF THE POSITION

This position provides administration support to the Corporate Services teams which includes Finance, Human Resources and Communications/Publications. In an effective and efficient manner which fully supports the delivery of high quality, culturally appropriate service.

KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

External:

- Liaise with a variety of organisations and stakeholder representative groups.

Internal:

- Maintains close working relationships with the Chief Finance Officer, Finance and other Corporate Service team members.

RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
Professional Services	<ul style="list-style-type: none"> ❖ Reception Duties. ❖ Open, sort and distribute incoming correspondence; ❖ Perform general office duties; ❖ Provides administrative support for the Corporate Service teams which includes Finance, Human Resources and Communications/Publications ❖ Maintain an organised filing system for assets including vehicles, properties, equipment etc; ❖ Operate office equipment as required including photocopier, computers, printers, fax and scanner; ❖ Maintain stock control – stationary, boardroom and tearoom supplies; ❖ Assist with annual archiving of all Finance documents; ❖ Comply with Bega policy and procedures currently in practice or that may be introduced from time to time; ❖ Any other duties as they pertain to operational requirements. <p>Draft for approval, edit and publish engaging content for publication materials relevant to the audience.</p> <ul style="list-style-type: none"> ❖ Coordinate the layout and formatting of all publications, liaising with the Graphic Designers to ensure a high standard is maintained regarding content and visual effects.



KEY RESULT AREA	POSITION RESPONSIBILITIES
	<ul style="list-style-type: none"> ❖ Ensure all publications are aligned to the organisation’s Communications Strategy and Style Guide. ❖ Track the work of project service providers (e.g., printers) to ensure that publications are produced on time. ❖ Prepare and authorise printing and distribution of all publications (e.g. Newsletters and Annual Report). ❖ Other duties as required by management. <p>Digital Media</p> <ul style="list-style-type: none"> ❖ Implement BGHS digital marketing strategy to raise the organisation’s profile and market reach using appropriate online media channels. ❖ Actively engage and seek collaboration with employees and Member Services, where necessary, to develop engaging and effective content and identify opportunities to build BGHS and the Sector’s online presence. ❖ Develop, maintain, and enhance BGHS website, ensuring content is always up to date and relevant to the needs of stakeholders. ❖ Develop, implement, and maintain BGHS social media presence, including but not limited to Facebook, Instagram, and YouTube. ❖ Utilise digital platforms to disseminate news, publications, events, and promotional and educational materials. ❖ Ensure all online media accurately portrays and promotes the BGHS brand and complies with BGHS policies and procedures. <p>Branding</p> <ul style="list-style-type: none"> ❖ Promote and monitor the BGHS brand through all communication channels. ❖ Work with key stakeholders to ensure compliance with brand across all mediums and communication channels. ❖ Champion the BGHS and associated brands and ensure adherence to brand guidelines in all design and public relations media. <p>Photography</p> <ul style="list-style-type: none"> ❖ Attend events as Photographer and maintain photo database in line with BGHS policies and procedures. ❖ Edit and store photos in a photo library to be utilised for various publications and online media. <p>General</p> <ul style="list-style-type: none"> ❖ Ensure compliance with implementation and action plans as required. ❖ Collect statistical data as required.
<p>Organisation and Administration</p>	<ul style="list-style-type: none"> ❖ Plan and establish priorities to ensure effective use of time. ❖ As a member of a small team, demonstrate flexibility in supporting delivery of services as/when required e.g., reception. ❖ Contribute ideas to the Corporate Services team for inclusion on Bega’s program of continuous improvement;



KEY RESULT AREA	POSITION RESPONSIBILITIES
	<ul style="list-style-type: none"> ❖ Contribute to the ongoing development of internal policy and procedures; ❖ Attend and participate in staff meetings and complete staff surveys on request;
Communication	<ul style="list-style-type: none"> ❖ Effectively communicate and maintain sound relationships stakeholders; ❖ Maintain confidentiality and demonstrates compliance with relevant Privacy Legislation; ❖ Display respect, empathy and understanding with all employees, Board Members, and other stakeholders. ❖ Work collaboratively and cooperatively with team members to ensure quality outcomes. ❖ Work collaboratively across organisation boundaries.
Professional Development	<ul style="list-style-type: none"> ❖ Attend relevant training courses and professional development including mandatory training as required by Bega.
Physical Environment and Safety	<ul style="list-style-type: none"> ❖ Report and document incidents and accidents in accordance with Bega policies and procedures. ❖ Recognise potential hazards in the workplace and contribute to the development of strategies to remove or reduce the risk to an acceptable level. ❖ Maintain a safe environment for all employees within Bega. ❖ Implement correct fire safety procedures and attend fire drills as required; ❖ Ensure personal work places comply with Occupational Safety and Health (OSH) policies and procedures as set out under the OSH Act 1984



COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake this role. The profile is used for recruitment, performance review, planning, and training and development activities.

QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

Essential:

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, other office procedures and terminology;
- High level oral and written communication skills, including the ability to relate well to staff and to liaise effectively with key stakeholders;
- Demonstrated commitment to confidentiality and a high level of accuracy;
- Well-developed problem-solving skills and the ability to effectively determine priorities to ensure deadlines are met;
- Work effectively as a member of a team in an environment of competing priorities;
- Intermediate-Advanced knowledge of Microsoft Office software;
- Demonstrated knowledge and understanding of cultural factors and social determinants particularly relating to Aboriginal Health;
- Possess a current Police clearance (within 6 months);

Desirable:

- Experience with MYOB accounting software;
- WA "C" Class drivers' licence.

EMPLOYEE

I (Full Name) _____ have sighted and accept this duty

Statement and acknowledge the expectations that will be held of me in relation to my role at Bega.

SIGNATURE _____ **DATE** _____