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<b>Position:</b>	National Centre for Farmer Health Trainee
<b>Classification:</b>	Traineeship
<b>Reports To:</b>	Executive & Administrative Assistant
<b>Award:</b>	National training wages award
<b>Minimum Qualifications:</b>	Year 10 and above or equivalent

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### **ORGANISATIONAL MISSION, VISION AND VALUES:**

#### **Our Mission**

To support our community's physical, mental and social wellbeing by:

- Providing high quality and innovative services;
- Building enduring partnerships; and
- Delivering customer service excellence.

#### **Our Vision**

Creating healthier communities

#### **Our Values**

##### **Integrity**

- We will be open and honest and will do the right thing for the right reason.

##### **Innovation**

- We will be an industry leader by breaking new ground and improving the way things are done.

##### **Collaboration**

- We will actively work together in teams and partnerships.

##### **Accountability**

- We will take personal responsibility for our decisions and actions.

##### **Respect**

- We will value all peoples' opinions and contributions.

##### **Empathy**

- We will endeavour to understand other peoples' feelings and perspectives.

The National Centre for Farmer Health (NCFH) is a partnership between Western District Health Service and Deakin University and is based at Western District Health Service in Hamilton, Victoria. The Centre brings together university research, service delivery, government and education by focusing on these five key areas:

- Professional training and education – providing undergraduate, postgraduate and continuing education for health professionals, including GPs, nurses, allied health practitioners, vets, agronomists and associated primary industry personnel.
- Applied research and development – to facilitate research that makes a difference to farmers' lives.
- Reputation and reach – to be recognised for excellence nationally and internationally
- Business development – to maximise our endeavours to provide value.
- Governance – commitment to working together with health services, universities, government and farmers to grow the NCFH.

The vision of the National Centre for Farmer Health is “making a difference to farmers’ lives”. This is achieved by strengthening the human and rural service workforce through prevention and early identification of diseases associated with farming and their risk factors, development of timely, appropriate and effective interventions.

### **PRIMARY OBJECTIVES:**

The NCFH trainee will develop the skills of an efficient and effective administrative assistant within the National Centre for Farmer Health. The trainee will complete the practical requirements associated with Certificate 3 or 4 (Business Administration) studies and will:

- Develop knowledge about the health, business and agricultural sector
- Develop skills in communication, administration, policy, basic research, information technology and event administration and organisation
- Develop basic skills in working with datasets
- Work within the National Centre for Farmer health mission and the principles of the Charter for Farmer Health
- Develop skills in liaising with various hospital departments and industry partners
- Develop skills in Health Promotion through assisting with administration tasks and organisation of events and programs hosted by National Centre for Farmer Health

### **DUTIES AND RESPONSIBILITIES:**

- Reception duties, typing, filing, data entry and other general clerical and administrative duties as directed
- Attend to telephone in a prompt, efficient and courteous manner
- Assist (under direction) with specific projects
- Assist with social media marketing, online communications and website updates
- Assist at agricultural events
- Maintain department in a clean and tidy condition giving consideration to necessary safety features
- Assist with collection and distribution of mail
- Communicate accurately and promptly all information
- Attend and minute NCFH team meetings

### **KEY SELECTION CRITERIA**

- Good interpersonal communication skills
- Very good phone manner
- Able to work in teams and with limited resources
- Enthusiasm and willingness to learn
- Ability to work with Microsoft Office suite
- Time management skills
- Demonstrated personal qualities of innovation and high motivation

### **Occupational Health and Safety Responsibilities**

All Western District Health Service employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant WDHS OH&S management system Policies, Procedures and programs. This includes the WDHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;

- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

**INHERENT PHYSICAL REQUIREMENTS:**

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

<u>1 Nursing / Patient Care Role</u>	<u>2. Maintenance / Hotel Services Staff Role</u>	<u>3 Clerical / Administration Role</u>
<ul style="list-style-type: none"> <li>▪ manual handling ( pushing, pulling equipment)</li> <li>▪ general patient handling and clinical nursing duties</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ pushing pulling trolleys and equipment</li> <li>▪ general clerical, administration work, computer work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and infectious waste,</li> <li>▪ <b>shift work in most roles</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ generic maintenance work, working at heights</li> <li>▪ generic out door work / pushing, pulling trolleys</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work</li> <li>▪ general clerical, computer and some admin work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and or infectious waste,</li> <li>▪ <b>shift work in some roles</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work, data entry</li> <li>▪ general clerical at varying levels ,</li> <li>▪ use of personal protective equipment</li> <li>▪ handling general waste</li> <li>▪ pushing and pulling trolleys / filing,</li> <li>▪ <b>shift work in some roles</b></li> </ul>

**Other Requirements**

- Current police check is required for this role
- Current driver's licence is required for this role
- Some after hours work may be required in this position

**Note to all employees**

- You must work within the policies, procedures and guidelines of WDHS
- You must participate in the WDHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of WDHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of WDHS.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within three (3) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

APPROVALS	Name	Signature	Date
Divisional Head:			
Department Head:			
Employee:			

<b>Position code:</b> <i>Human Resources Department use only</i>	NCFH_Trainee_JD08
<b>Date revised:</b> <i>Human Resources Department use only</i>	Jun 11, Jul 15, Jan 18, Feb 19

**When revised please forward electronic copy to:**  
Human Resources Department [email: human.resources@wdhs.net](mailto:human.resources@wdhs.net)