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| Position: | Executive and Administrative Assistant |
| Reports To: | Director National Centre for Farmer Health |
| Award: | Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement |
| Minimum Qualifications: | Tertiary Qualifications in Business or Administration or equivalent Victorian Driver's license |

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.

PRIMARY OBJECTIVES:

The Executive and Administration Assistant will ensure that an efficient, effective and focused administrative service is provided to the Director, NCFH staff, community, students, and collaborative partners at the National Centre for Farmer Health.

In performing these tasks the Executive and Administration Assistant will be part of a small core team. Activities of the NCFH will be undertaken in cooperation with the academic staff of Deakin University, School of Medicine and staff at Western District Health Service.

The appointee is responsible for:

- Providing high level administrative support to the Director
- Managing the day to day clerical administration of the Centre
- Providing efficient, courteous, effective and timely administrative service to community
- Being a productive member of the staff at the National Centre Farmer Health in supporting colleagues
- Maintaining an effective and accurate filing system and contact list
- Participating in the NCFH activities or programs as required noting some travelling may be required.

DUTIES AND RESPONSIBILITIES:

- Support the Director, National Centre for Farmer Health with administrative tasks including managing appointments and calendar and general administrative tasks
- Providing a customer focussed service to community, interested professionals, industry, farmers and students by providing clear helpful communication and referring inquiries appropriately
- Organise regular NCFH board and advisory meetings; prepare minutes, agendas and meeting dates and others as requested
- Organise team meetings for the NCFH team
- Assist and provide support for research projects undertaken by NCFH when required
- Any duty reasonably requested from the Director
- Complete receipts, order supplies to ensure efficient running of the NCFH
- Ensure telephone is answered or appropriately responded to between 9:00am and 5:30pm
- May at times be requested to enter data for cross checking of projects undertaken by NCFH

SERVICE:

- Assist in increasing awareness and profile of the NCFH
- Support marketing and recruitment strategies including updates via newsletters and on line presence such as Facebook, Twitter and website <http://www.farmerhealth.org.au>
- Participate in the development and maintenance of links and partnerships with industry and relevant professional bodies and the community
- Perform administrative tasks commensurate with position responsibilities and contribute to processes that enable the effective operation of the NCFH
- Organise agreed promotional events for the NCFH
- Attend appropriate staff development courses as the need arises and participate in Performance Planning and Review programs

PROFESSIONAL DEVELOPMENT

- Participate in the annual appraisal of one's own work practice
- Participate in annual fire and CPR training and other competencies as required by the Western District Health Service
- Additional personal development / professional training as required to enable further contribution in the field of Agricultural Health and Medicine

KEY SELECTION CRITERIA**Communication Skills**

- Interpersonal skills that demonstrate the ability to establish and maintain effective working relationships with the Director, the staff of the Centre, farmers, stakeholders, students, and with other members of the community
- High level oral, written and interpersonal communication skills
- Demonstrated ability for attention to detail and accuracy in written and verbal communication
- Ability to relate to community and build capacity
- Good working rapport with team members
- Minute and agenda taking ability for relevant committees

Information Technology

- High level skills in the use of the Microsoft suite
- Experience in social media

- Website updating skills preferred but not essential

Time management

- Proven ability to satisfy work requirements within designated timeframes and to work with minimum supervision
- Capacity to work autonomously and make sound decisions about Director priorities

DESIRABLE

- Commitment to improving rural health and rural engagement

Personal Qualities

Essential

- Demonstrated personal qualities of innovation and high motivation
- Demonstrated personal quality of organisational skills
- Team player

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:

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

- Current police check is required for this role
- Current driver's licence is required for this role
- Some after hours work and travel 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: | Susan Brumby | | 12/08/19 |
| Department Head: | Susan Brumby | | 12/08/2019 |
| Employee: | | | |

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| Position code: <i>Human Resources Department use only</i> | NCFH_Admin Assis_JD02 |
| Date revised: <i>Human Resources Department use only</i> | Oct 08, Apr 11, Apr-16, Aug-19 |

When revised please forward electronic copy to: People, Culture & Development Department
email: people.culture@wdhs.net



BACKGROUND:

The National Centre for Farmer Health is a university research, service delivery and education centre that provides national leadership to improve the health and well being of agri-professionals, farmers, their families and employees across Australia. The Centre is a partnership between Western District Health Service and Deakin University and is based in Hamilton, Western Victoria.

The vision of the National Centre for Farmer Health is to make a difference to farmers' lives.

Distinctive features of Western District Health Service include:

- Comprehensive and high quality rural health services
- Delivery of the Sustainable Farm Families™ and specialised services for farmers program
- Outreach programs including train the trainers, international work and partnerships with organisations.

Distinctive features of Deakin University include:

- Delivery of high quality health professional training and education
- Establishment of Victoria's first rural and regional medical school
<http://www.deakin.edu.au/health/medicine/gcahm/index.php>
- A strong solutions-focused research and development capacity
- A major focus on partnerships in rural and regional Australia

The NCFH has five key strategic areas they are:

- **Education and Training**—we teach and learn from the rural community
- **Research and Innovation**—research that makes a difference to farmers lives.
- **Reputation and Reach**—recognised for excellence, internationally and nationally.
- **Service and Business Development**—we maximise our endeavours to provide value.
- **Governance** – commitment to working with health services, universities, government and farmers to grow.

Building on an industry-service-government partnership, the Centre focuses on strengthening the human and rural service workforce to address prevention and early identification of diseases associated with farming and their risk factors, and to develop timely, appropriate and effective interventions. A series of education and training programs are offered to doctors, nurses, pharmacists, allied health professionals, veterinarians, agricultural scientists and other professionals working with the farming community to increase their capacity, skills and knowledge in relation to farm-related health issues.

The Centre covers a range of health and research issues affecting farm workers such as agricultural accidents, depression and suicide, stress and anxiety, respiratory disease, zoonoses, skin complaints, disasters, drug and alcohol abuse, musculoskeletal issues, depression, chemical and pesticide exposures, veterinary therapeutic hazards, medical emergencies and chronic diseases such as diabetes, cardiovascular and cancers in farming populations.