

ADMINISTRATION OFFICER

Department Corporate Services
Responsible To Administration Coordinator

The Role

This position is required to work at MTHCS to undertake the role of Administration Officer. The incumbent must have excellent communication and time management skills, is required to be able to work under direction but also be able to work autonomously.

This position requires developed problem solving skills and the ability to liaise with a broad range of clients within our communities.

Key Responsibilities

- To undertake general administration practices with and under the direction of the Administration Coordinator including but not limited to mail, requisition for repairs, customer service, client appointments, and filing.
- Provide support to the finance function of MTHCS including but not limited to cash receipting, coding and checking invoices, and banking.
- Provide support with fleet/accommodation/room bookings.
- Assist with Centrelink Support.
- To be appropriately attired in MTHCS uniform requirements.
- Telephone answering, including call transfers and message-taking and passing on to relevant staff.
- Assisting staff with photocopying.
- Provide support with corporate services functions.
- Being a resource contact for members of the community who make enquiries about MTHCS programs and services.
- Other duties as directed.

Key Selection Criteria

Essential:

- Demonstrated clerical skills.
- Good written and communications skills.
- Good computer literacy skills with exposure to Microsoft suite.
- Ability to multi-task, work independently and as part of a team.
- Certificate III in Business Administration or equivalent experience.
- Current Victorian Driver's Licence.
- Current Police Check.

Desirable:

- Experience in Health/Hospital Services.
- Comprehensive skills in business application programs.
- Tertiary Qualifications.

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Our Vision

Leading our communities to excellence in integrated health and MTHCS

Our Mission

To provide people of all ages with access to quality, person-centred care in the Mallee.

Our Philosophy

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

Our Services

Mallee Track Health and Community Service is a multipurpose service (MPS) for all Mallee Track Communities encompassing a total area of 18,000 square kilometres. The health services include General Practice Clinics and Urgent Care at Ouyen and Sea Lake, Acute and Sub-Acute inpatient and outpatient services at Ouyen and Sea Lake, Community Aged Care and Residential Aged Care at Ouyen and Sea Lake. The community services include Allied Health, Delivered Meals, Community Transport, Social Support and Leisure and Lifestyle activities for Ouyen and Sea Lake as well as Early Years education and care for Ouyen, Sea Lake, Underbool, Murrayville and Manangatang. Community development activities include Rural Outreach and Neighbourhood Houses.

Our Values



- **Accountability** We define our expectations and are accountable for our actions.
- **Excellence** We set high standards and continually strive to improve on them.
- **Compassion** We treat everyone with care, respect and dignity.
- **Teamwork** We work collaboratively and in the spirit of partnership.
- **Integrity** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency** We are open and honest and embrace positive change.

Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to uphold these values.

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.

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