

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 selfinterest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.

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- Accountability: Working to clear objectives in a transparent manner; accepting responsibility for their
 decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate
 scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

Mallee Track Health and Community Service is a smoke free workplace

Child Safe Organisation

Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

Occupational Health and Environmental Safety

All MTHCS employees will:

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
- Use any equipment provided for health and safety purposes.
- Obey reasonable instructions given by MTHCS in relation to health and safety at work.
- Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
- Comply with all MTHCS OHS policies and procedures
- Ensure they do not interfere with or misuse anything provided in the interests of health and safety

Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

Acknowledgement

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

Signed:		Date:	/_	_/
	Staff Member			
Print Name:				
Signed:		Date:	/_	_/
Print Name:				
☐ cc: Personne	l File			

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