

Balmoral Bush Nursing Centre

POSITION DESCRIPTION – EXECUTIVE ADMINISTRATOR

Section 1 – POSITION IDENTIFICATION

POSITION TITLE	Executive Administrator
REPORTS TO	Health Service Manager
DATE	November 2023
Award & Classification	The Health Professionals and Support Services Award, HP EMP Level 3 PP1

Section 2 – POSITION OUTLINE

The Executive Administrator position description provides direction for the performance of duties as a senior administrative officer within the organisation. Under general direction, the executive administrator will coordinate administrative support services to the Board in accordance within guidelines, accepted practice and Centre Policy.

The executive administrator will contribute to implementation of the Boards priority goals within the currently adopted strategic planning document. Day to day duties would be undertaken under limited direction and supervision, although guidance and support will be provided by the President. Determining work priorities will occur in consultation with the President and Health Service Manager or other senior staff members who will be well positioned to assess the operational impact of proposed executive administrative plans. This would include input into identifying training needs and development of board members and or community volunteers as deemed appropriate.

While the role is subject to overall supervision, there is considerable scope for independent judgement and decision making and can include working remotely. The executive administrator will provide advice and recommendations to the president and liaise with members of the Board and other government agencies and service providers as required to competently fulfill the requirements of the position. The executive administrator will need to work with Board executive and staff as part of a team and will be expected to handle public enquiries with sensitivity and confidentiality.

Section 3 – POSITIONS UNDER DIRECT SUPERVISION

N/A

Section 4 – DUTIES

Primary Objectives:

- Ensure effective administrative support of the Board and associated committees of the Balmoral Bush Nursing Centre Inc. Manage communication and administration functions on behalf of the Board.

- Actively contribute to Continuous Improvement Plan to assist BBNC achieving accreditation.
- Develop strong community relationships between BBNC and surrounding region.
- Ensure administrative duties and functions are appropriately performed, including attending meetings agendas.
- Minute taking and presentation in a timely and professional manner within legislative requirements.
- Assisting with facilitation of meetings, forums, visits as appropriate to meet strategic governance objectives.
- Actively seek opportunities for grants and assist in the preparation of applications
- Support the BBNC strategic plan and promote an awareness of the objectives of the plan
- Facilitate assessment of Board and community representative member's skills and work with individuals to access appropriate education and training as required.
- Undertake other duties as directed by the President of the Board and as mutually agreed.
- Maintain communication channels with the community.
- Carry out their duties in a manner which does not adversely affect their own health and safety, or that of others.
- Cooperate with measures introduced in the interest of health & safety and infection control
- Undertake any training provided in relation to occupational health and safety.
- Immediately report all matters that may affect workplace health and safety, to their superior
- Correctly use any information, training, personal protective equipment and safety equipment provided.
- Refrain from recklessly or willfully interfering with anything that has been provided for health and safety reasons
- Work within the policies, procedures and guidelines of the Balmoral Bush Nursing Centre
- Partake in cultural awareness training and always perform duties in a culturally sensitive manner.

Key Performance Indicators.

- Demonstrate an awareness of the Strategic plan and direction for BBNC.
- Administrative duties and functions are appropriately performed.
- Committee agendas and minutes prepared and distributed in a timely manner.
- Grant applications submitted in a timely manner.
- Compulsory legislative reports submitted on time, if applicable.
- Evidence of assisting the Balmoral Bush Nursing Centre to attain and maintain accreditation.
- Strategic objectives met within capacity.

Section 5 - QUALIFICATIONS AND EXPERIENCE

Essential

- A current Victorian motor vehicle drivers licence
- Evidence of compliance with mandatory healthcare immunisation requirements
- Knowledge of relevant community resources
- Excellent written and verbal communication skills
- Strong IT skills including Microsoft packages
- Ability to work with Health Service Manager

Performance Development

The Balmoral Bush Nursing Centre is committed to quality human resource management. A performance development review including review of key performance indicators for the position, is conducted 3 months following commencement of employment and then annually.

Conditions of Employment

As per contract of employment.

Section 6 – APPROVAL

- (i) The details contained in this document are an accurate statement of the duties and responsibilities of this position.

Signature:
Health Service Manager

Date:

- (ii) As the occupant of the position I have noted the statement of duties and responsibilities as detailed in this document.

Signature:
Executive Administrator

Date: