

Western District Health Service

Position: Human Resources Executive Support Officer

Classification: GA1

Reports To: Human Resource Manager

Hours of Duty: Full Time

Award and Conditions: Health and Allied Services

Minimum Qualifications:

Formal Qualifications in Office Management or experience at senior administrative level essential

Formal Qualifications in Human Resource Management would be an advantage

Personal Attributes:

Demonstrated advanced administrative and organisational skills

Problem solving skills

Excellent customer service

Ability to manage changing priorities

Accuracy and ability to work with numbers

Demonstrated commitment to continuous improvement

Ability to work under time pressures

PRIMARY OBJECTIVES:

- To ensure systems are in place to ensure the maximum efficiency of the administrative function for Human Resources and Corporate Services
- Management of reception and administration services utilising a high standard of interpersonal and communication skills to support a broad range of inquiries from potential and current employees, managers and visitors
- Handle all information with regard for the Western District Health Service Confidentiality agreement, and comply with documented policy in relation to any staff request for access to their personal information.

DUTIES AND RESPONSIBILITIES:

- Perform such secretarial duties as are related to the Human Resource Manager and DCEO, in order to ensure the efficient maintenance of official records at all times.
- Prepare employment paperwork ,including contracts, for new and existing staff members
- Assist with corporate/ executive reports and presentations to a professional standard
- Manage appointments as required for the Human Resource Department and DCEO
- Manage correspondence in and out of the department as required
- Maintain and archive all files relating to Human Resources in accordance with WDHS and legal standards
- Maintain HR supplies, manage maintenance requests etc
- Assist Human Resource staff in the management of the recruitment activity as required

- Arrange orientation and accommodation for new staff as required.
- Load personnel information into the HR Information Systems as directed.
- Responsible for the ongoing continuous improvement of the HR administrative system in consultation with the HR manager
- Manage reporting systems for the HR function, including monthly KPI reporting.
- Maintenance of personal knowledge and understanding of the employers' legal responsibilities as it is relevant to the position.
- Maintenance of competency in the use of key software applications and the ability to key data to other relevant computer programs including the current Human Resource system.
- Provide admin support for meetings as required
- Responsible for monitoring compliance with WDHS police check requirements
- Other duties as directed.

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"> ▪ 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 	<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 	<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 ▪ pushing and pulling trolleys / filing, ▪ shift work in some roles

Duties of Employees

- 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 and infection control
- 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 wilfully interfering with anything that has been provided for health & safety reasons
- Work within the policies, procedures and guidelines of the Western District Health Service

APPROVALS		Sign	Date
Divisional Head:			
Department Head:			
Employee:			
Position code: <i>Human Resources Department use only</i>	CORP_Sec_JD01		
Date revised: <i>Human Resources Department use only</i>	May 2003; June 2004; March 2005; March 2010		

When revised please forward electronic copy to:
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