

Position Description

Position Title	Personal Assistant
Position Number	30005268
Division	Clinical Operations
Department	Women and Children
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 2 L1
Classification Code	HS2
Reports to	Director of Nursing and Midwifery
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Working with Children Check • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Personal Assistant role will provide high level administrative and secretarial support to the Director of Nursing and Midwifery (DONM) and Clinical Director (CD) Women's and Children's Services. Further administrative support provided to the Clinical Unit Head Paediatrics and Obstetrics and Gynaecology and Nurse/Midwife Unit Managers on an as needs basis.

Responsibilities and Accountabilities

Key Responsibilities

- To provide high quality secretarial and administrative assistance to the DONM and CD including calendar management including the scheduling of meetings and appointments, telephone calls, maintain electronic filing system, incoming mail, distribution of correspondence, accounts processing, scanning and authorising of documentation as directed by the DONM & CD.
- Provide high level secretarial support for various meetings including preparing and circulation of agendas and supporting papers, recording and typing minutes, and following up actions. Ensure the DONM and CD have relevant information prior to meetings.
- Provide administrative assistance to the Women's and Children's Operational Management team including meeting room bookings, catering, travel and accommodation, review of timesheets and schedules within Kronos in line with the fortnightly pay cycle, ordering of stationery and stores.
- Liaise with various departments throughout Bendigo Health and key stakeholders from outside of the organisation where required in relation to support for the Clinical Operations management team.
- Work collaboratively with other members of the Clinical Operations clerical support team and other colleagues within Bendigo Health to achieve efficient and productive running of the office.
- Sound knowledge of Bendigo Health systems including Microsoft Office Suite, Kronos, FMIS, Prompt, ZOOM, Microsoft Teams and other systems as required.
- Employees are required to carry out lawful directions outlined above or delegated to them.

Key Selection Criteria

Essential

1. High level computer skills with a sound knowledge of Microsoft Office Suite products including Outlook, Word, Excel, PowerPoint. Knowledge of Bendigo Health applications and databases with a can-do approach, learning new systems and processes when required.
2. Experience in meeting preparation, attendance, minute taking and completion of meeting minutes, reports and letters within the required timeframe with excellent attention to detail.
3. Demonstrated high-level inter-personal skills with the ability to effectively liaise with all levels within and external to the organisation.
4. Experience in dealing with confidential and sensitive matters.
5. Ability to prioritise workload effectively to meet deadlines and schedules as directed.
6. Ability to adhere to policy guided processes as directed therein.

Desirable

7. Ability to work as a team member as well as independently whilst unsupervised.

8. Previous experience in a similar role with experience relevant to a health environment preferable.
9. A personal approach which is positive, enthusiastic, friendly and helpful.
10. Proven record of integrity, reliability with a professional attitude.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.