

Position Description

Position Title	Prevention & Population Health Administration Officer
Position Number	30008460
Division	Office of the CEO
Department	Public Health Unit
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administration Grade 2
Classification Code	HS2
Reports to	Regional Project Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	- National Police Record Check - Drivers Licence - 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 Prevention and Population Health Administration Officer provides efficient and effective administrative, event and communication support for the Prevention Population Health team across the Loddon Mallee Region. They will also work collaboratively with other PHU and Bendigo Health administrators and other staff to ensure a consistent, professional and coherent approach to systems, functions and administrative processes as needed.

The PPH Administration Officer will play a key role in the maintenance of effective team communication across the three sub-regional teams. Working in collaboration with LMPHU and Corporate Affairs staff, the position will also provide administrative coordination and support for external and internal communications to build on the LMPHU brand as a trusted voice in our region.

Responsibilities and Accountabilities

Key Responsibilities

- Provide high level ICT skills, resource design capabilities, office management and administrative skills as well as internal and external communication and stakeholder management to support the operational needs of the Prevention Population Health staff and sub-regional teams.
- Provide a welcoming, responsive and professional approach to support relationship and partnership building with colleagues, other organisations and the community.
- Assist the with the coordination and recording and minuting of meetings, functions and events in a professional, accurate, confidential and timely manner including support for the set up and management of Videoconference (VC) /Zoom/Teams meetings and hybrid VC/Face to face meeting participation.
- Work collaboratively with Corporate Affairs and other team members to ensure all documentation and web pages are presented in a manner to support and enhance the professional image of the LMPHU and Bendigo Health. Support collection and collation of information for internal and external reporting on agreed deliverables.
- Organise and maintain electronic and/or hard copy records, files and directories.
- Facilitate procurement and purchasing of required items as required and in accordance with established policy and governance procedures.
- Other duties within scope of role and skills as required.

Key Selection Criteria

Essential

1. High level computer literacy skills including use of Microsoft Word, Powerpoint, Publisher, CANVA, Survey Monkey, MailChimp and Excel programs.
2. Excellent interpersonal skills demonstrating the ability to build and develop positive relationships with both internal and external colleagues and partners.
3. Ability to work collaboratively and effectively with others and also to be self-motivated and self-directed.
4. Understanding of and demonstrated ability to maintain appropriate levels of privacy and confidentiality in relation to records and information.
5. Capacity to monitor own work performance and meet deadlines as requested showing strong ability to prioritise and well-developed organisational skills.

Desirable

1. Relevant tertiary qualifications.
2. Knowledge and understanding of the health and/or community service system in Victoria and within the region.
3. Understanding of public health, health promotion and/or public communications principles and practices.

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.
- 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.