Monash Health

Administration, Personal and Executive Assistant

Position Description Attachment

Position Summary, Dimensions and Key Selection Criteria

Position Details

Position Title:	*Administration, Personal and Executive Assistant*
Classification:	*HS1*
Date:	*1st September 2022*
Department: **Cost Centre:**	*Monash Health Bureau* *Casual Workforce – P0506*
Reports to:	*Monash Health Bureau Manager*
Hours of work per week:	*Casual*
Required days and shifts:	*As per availabilities*

Position Dimensions

Dimensions	**Budget**	**Equivalent Full Time (EFT)**	**Direct Reports**
	Nil	*Nil*	*Monash Health Bureau*

Position function

Specific functions of this role:

Refer to Monash Health Personal & Executive Assistant or EA, PA and Administrative Officer Position Description September 2022

All Monash Health Personal and Executive Assistants and Administrative Officers are to comply with the Monash Health Privacy and Confidentiality Procedure

Monash Health Bureau employees are required to deliver a service in accordance with their specific qualifications, classification, and professional guidelines and relevant Acts and standards

All Monash Health Bureau employees are required to complete the Mandatory and Required Education and Training Plan prior to their first shift

All Monash Health Bureau employees are required to work as allocated and to remain flexible in being placed in any Monash Health area that is within their current skill level

Monash Health Bureau audits staff who not worked 3 months or more and issues an Employment Confirmation Form

Casual employee shift withdrawals are to be kept to a minimum, Monash Health Bureau audits shift withdrawals quarterly and issues notifications to casual employees who have withdrawn from 5 or more shifts during the quarter

All Monash Health Bureau employees are required to utilise the ShiftMatch allocation system for shift availabilities and Kronos for reviewing timecards

Monash Health

All Monash Health Bureau employees are required to utilise a mobile phone to receive and respond to shift offers

All Monash Health Bureau employees are required to wear the appropriate Monash Health uniform

All Monash Health Bureau employees are to maintain their Monash Health Network password

All Monash Health Bureau employees are required to complete a RiskMan in the event that they are involved with or witness an incident during their shifts

All Monash Health Bureau employees are required to utilise and regularly check their Monash Health email account

Monash Health Bureau employees are required to notify Monash Health Bureau of any changes to their employment status within 14 days (eg. acceptance of a fixed term contract in a ward/department)

Flexibility to work across a range of office environments

Specific key criterion requirements for this role:
Refer to Monash Health Personal & Executive Assistant or EA, PA and Administrative Officer Position Description September 2022

Information Specific to the Work Area/Department/Site:
Monash Health Bureau (MHB) Personal & Executive Assistant and Administrative employees will work in the areas allocated to them by MHB or by the Nursing Coordinator (NCO) or Deputy Director of Nursing at site level

The Monash Health Bureau criterion to remain on the Casual Bank is that the casual Personal, Executive Assistants and Administrative officers must work no less than 2 shifts a month

Ensure the delivery of person-centred safe and effective care in consultation with the members of the heath care team

Key Relationships

Enter the key working relationships for this role

Internal	***External***
▪ *Consumers and carers* ▪ *Carers* ▪ *Multi-disciplinary team* ▪ *Monash Health employees* ▪ *Refer to Monash Personal or Executive or EA, PA and Administrative Officer Position Description September 2022* ▪ *Monash Health Bureau Manager* ▪ *Monash Health Bureau Team* ▪ *Chief Executives* ▪ *Nurse Unit Managers* ▪ *Nursing co-ordinators (NCOs)* ▪ *Directors of Nursing* ▪ *Directors of Clinical Operations (DCOs)* ▪ *Deputy Directors of Nursing (DDONs)* ▪ *Department Heads*	▪ *General Practitioners* ▪ *Carers & Consumers*

Incumbent Statement

I have read, understand and accept the Position Description and this Position Description Attachment.

Incumbent's Name: _____

Incumbent's Signature:_____Date: / /

Manager's Name: _____

Manager's Signature:_____Date: / /