

## Position Description

Position Title	Administration Support
Position Number	30008594
Division	Finance and Resources
Department	Payroll Services
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative G1 L1 – L5
Classification Code	HS1 - HS17
Reports to	Manager – Payroll Services
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

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

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

## Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

## Our Values

**PASSIONATE** – We are passionate about doing our best – for our patients, our colleagues and our community.

**ACCOUNTABLE** – We take ownership of our actions and outcomes, always striving for integrity and improvement.

**CARING** – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

## The Position

As a valued member of the Payroll Services Team, the Administration Support assumes responsibility for managing departmental and divisional meeting agendas and minutes, coding invoices, export and distribute reports, maintain all forms and processes, complete administrative tasks as directed by the Manager and Director Payroll Services.

## Responsibilities and Accountabilities

### Key Responsibilities

- Secretarial support including meeting organisation, agenda preparation and distribution, minute taking
- Drafting and preparation of letters, memos and reports
- Maintain register and generation for Payroll Projects, Submissions and MAMs reporting.
- Generate reports from SAP and KRONOS for the use of auditing payroll data and training.
- Understand and have the ability to produce reports and perform other ad hoc system processes.
- Maintain confidentiality and integrity of all People and Culture, Payroll information.
- Accurately maintain files and filing.
- Maintain and coordinate departmental stationery and supply orders.
- Provide relief for Payroll Officers on an as needs basis including Payroll Service Desk coverage.
- Perform other ad hoc duties within the scope of Payroll Services processing as directed by the Payroll Manager or Director Payroll Services.
- Prepare, maintain and update processes and procedures.
- Prepare, maintain and update Payroll Forms annually in line with protocol and document submission process
- Relevant activities associated with the timely coding of invoices for payment

## Key Selection Criteria

### Essential

1. Demonstrated experience and competencies in office administration, including document and data processing using complex systems.
2. High-level computer proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook) and internet use.
3. Strong ability to prioritise tasks, use initiative, and work both independently and as part of a team.
4. Excellent numerical accuracy, attention to detail, and efficiency in handling data.
5. Exceptional interpersonal skills, capable of interacting effectively with people at all levels.
6. Excellent written and verbal communication skills.

## Desirable

7. Experience in public health environments with knowledge of SAP, KRONOS, and Manage Engine programs.
8. Highly self-motivated and confident, able to perform effectively under pressure.
9. Positive, enthusiastic, and approachable, providing excellent customer service to internal and external stakeholders.
10. Skilled in introducing new concepts through innovation, influence, negotiation, and persuasion.
11. Flexible and adaptable, thriving in environments of change and continuous improvement.

## 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.*