

Position Description

Position Title	Administration Support
Position Number	30010622
Division	Community and Continuing Care
Department	Gibson Street Group
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 1 L1 – L5
Classification Code	HS1 - HS17
Reports to	Director of Nursing
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 • NDIS Worker Screening Clearance • Aged Care Banning Order Register • 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](#)

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

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

Reporting to the Director of Nursing, Gibson Street Group, the role of the position is to support the Nurse Unit Managers and the Food Services Manager in the Gibson Street Group with staff roster and allocation sheet generation. The position is responsible for arranging daily and forecast staff replacement and completion of Kronos scheduling, timesheet maintenance and roster development for staff employed at Joan Pinder, Stella Anderson and Simpkin House residential care facilities.

Responsibilities and Accountabilities

Key Responsibilities

- Undertake daily and forecast staff replacement utilising DAKS messaging, share point files and phone contact to meet staff rostering requirements in consultation with the Nurse Unit Managers and Food Services Manager
- Attend to the daily management of staff KRONOS time keep and payroll sheets ensuring shift changes, roster allowances, change of cost centres, classification codes, transfers and all leave types are accurately documented and entered as per relevant Enterprise Bargaining Agreements (EBA) in consultation with Director of Nursing, Nurse Unit Managers and Food Services Manager
- Provide personal and sensitive documentation to the Payroll team in consultation with the Director of Nursing, Nurse Unit Managers and Food Services Manager in line with organisational privacy and confidentiality procedures
- Attend to the development, review, update and modification of daily allocation sheets and staff variance sheets to include permanent, casual, pool and shift by shift agency staff bookings.
- Generate, monitor and manage draft and final published rosters to meet required EBA timeframes in consultation with the Nurse Unit Managers and Food Services Manager.
- Enter final/ published staff rosters into KRONOS, communicate roster shortfalls and provide daily staff replacement progress reports to Nurse Unit Managers and Food Services Manager.
- Ensure all Manger approved staff leave requests are documented within the Unit's relevant leave calendar
- Manage and maintain electronic filing and record keeping systems
- Liaise with various departments throughout Bendigo Health and key stakeholders from outside of the organisation when relevant and where required to support work for the Residential Service management team.
- Work collaboratively with other members of the Residential Service Management team to achieve efficient and productive team outcomes and/or Residential services specific activities

Complete required daily/monthly data collection reports and contribute to the review of data collection systems and processes to meet organisational and business objectives

Key Selection Criteria

Essential

1. High level computer/keyboard skills in Microsoft Office programs, Outlook, Word, Excel, Share point and databases
2. Demonstrated high level experience KRONOS and associated payroll and IT Systems
3. Demonstrated experience in clerical work with a high level of computer literacy, telephone, and office administration skills
4. Demonstrated high-level inter-personal skills with the ability to effectively liaise with all levels of staff, management and external stakeholders.
5. Ability to prioritise multiple tasks and work to set timeframes/deadlines
6. A willingness and ability to learn new procedures, processes, software and systems
7. Demonstrated knowledge interpreting Enterprise Bargaining Agreements in relation to administering rostering processes and time keep/ payroll systems
8. Flexibility to operate in an environment of change with demonstrated experience problem solving, and using initiative
9. A personal approach which is positive, enthusiastic, friendly and helpful

Desirable

- 10 Certificate in business administration and/or demonstrated Administrative Support experience

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.