



Position Description

Position Title	Executive Assistant
Position Number	30026058
Division	Clinical Governance
Department	Office of the EDMS
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 3
Classification Code	HS3- HS23
Reports to	Executive Director Medical Services
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 • 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 Executive Assistant has primary responsibility for providing high level administrative and executive management support to the Executive Director Medical Service (EDMS) and, where required, to Clinical Governance team.

Responsibilities and Accountabilities

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.

The Executive Assistant has primary responsibility for providing high level administrative and executive management support to the Executive Director Medical services and, where required, to the Clinical Governance team. The Executive Assistant is required to support and coordinate activities of the Division to provide effective administrative services including organisation and preparation of material for meetings, developing and maintaining efficient and effective office systems and processes and contributing as a team member with other executive assistants.

Key Responsibilities

- Manage the Executive Director Medical Services calendar including scheduling of meetings and appointments; and coordinate the movements of the Clinical Governance leadership team.
- Provide administrative support to committees and working groups, including coordinating papers, preparing agendas, taking minutes, follow up and providing progress reports on outstanding matters, and coordinating facility, equipment and catering requirements.
- Provide executive office administration support including maintenance of files and correspondence
- Arrange events as requested by the EDMS and/or the Clinical Governance leadership team.
- Maintain an awareness and knowledge of key priority issues and risks impacting on the Clinical Governance division, enabling and supporting a timely approach to the respective EDMS's actions and responses.
- Undertake the review of timesheets and schedules within the Kronos system for the staff of the Division in line with fortnightly pay cycles and timelines
- Collaborate with Public Affairs division in updating Bendigo Health intranet with appropriate divisional content
- Prepare division Bendigo health board and performance reports on a monthly basis
- Coordinate the submission of key documents to the Chief to ensure all relevant information is provided prior to appointments and meetings.
- Resolve conflicting demands upon the Executive's time from reporting staff, senior managers within Bendigo Health and representatives of internal and external stakeholder organisations.
- Operate as an effective team member and delivery quality, timely and effective customer service to staff within the Clinical Governance Division.
- Maintain a detailed database showing current status of each directorate policy, procedure and guideline.
- Send notifications to appropriate clinical staff regarding procedures, policies and guidelines due for review.
- Exercise utmost discretion in handling information and maintaining confidentiality

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. At least five years' experience in a personal assistant or executive assistant role.

2. Sound computer skills and knowledge of Microsoft computer applications including Outlook, Word, Excel, PowerPoint and TEAMS.
3. Experience in the use and application of the following software systems: KRONOS, Oracle, Prompt, Zoom and other packages as required.
4. Proven secretarial support for committees, eg agenda preparation and minute taking.
5. Ability to work autonomously or with minimal supervision, meet deadlines, organise work priorities and maintain confidentiality.
6. Excellent communication and interpersonal skills with a professional demeanour.
7. Excellent Attention to Detail

Desirable

8. Certificate/Diploma qualification in Business/Administration.
9. Commitment to ongoing professional development and learning.
10. Previous experience in a health environment and knowledge of medical terminology and medico-legal matters.

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.