

## Position Description

Position Title	Personal Assistant
Position Number	30028189
Division	Clinical Operations
Department	Cancer Centre
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative G2 L1 – L5
Classification Code	HS2 – HS21
Reports to	Director Cancer Centre
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

The Bendigo Regional Cancer Centre is a partnership between Bendigo Health and Peter MacCallum Cancer Institute, which brings together Medical Oncology, Haematology and Radiation Oncology treatment and consultative services, with the support of palliative care; allied health; specialist nursing staff; pharmacy; clinical trials; MDM meetings and regional outreach clinics.

The radiotherapy service is provided by Peter Mac and managed by a Site Manager and Clinical Director. The Oncology and Haematology Service is provided by Bendigo Health. The unit is a day-stay unit providing a wide range of chemotherapy, immunotherapy, hormonal therapy and biological response modifiers and symptom support as well as access to clinical trials.

The Personal Assistant will provide a high level of administrative support to the Director and Clinical Director of the Cancer Centre. The role will also liaise directly with other senior staff across Cancer Services and act as a first point of contact for the Director Cancer Centre.

## Responsibilities and Accountabilities

### Key Responsibilities

- Manage the calendar of the Director, Clinical Director and other senior staff, including scheduling of meeting and appointment; and coordination of movements of the Cancer Centre leadership team. Including resolving conflicting demands across internal and external stakeholders
- Provide high level administrative support to departmental and directorate meetings, committees and working groups. This includes preparing and coordinating agendas, recording and typing of minutes, distributing documents and following up actions.
- Coordinate the time in attendance system for all senior medical staff, and managers within the Cancer Centre in line with fortnightly pay cycles. Including any locum or casual medical staff engaged by the Cancer Centre. Prepare and submit recall sheets for all covering consultants where appropriate
- Prepare and coordinate all leave and conference planning for senior medical staff including maintenance of leave planner and submission of CME paperwork, preparing on-call rosters and distributing to internal and external stakeholders
- Coordinate the on boarding of all new senior medical staff to the Cancer Centre.
- Collaborate with accommodation services to book and maintain staff accommodation and ensure changes in rosters are correctly communicated
- Arrange events as requested by the Director, Clinical Director, and senior management team including arranging attendance of participant, venues and catering
- Provide accurate management of the GP hotline phone diversion
- Coordinate invoicing both payable and receivable for the Cancer Centre.
- Coordination of consolidated reports, newsletters, and correspondence for the Cancer Centre.
- Provide general office management for Cancer Centre including but not limited to incoming/outgoing mail, room bookings, catering bookings, monitoring and ordering of stationery/stores.

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. Demonstrated experience in coordinating meetings, preparing agendas, taking minutes and distribution of meeting papers.
2. Demonstrated high-level inter-personal skills with the ability to effectively liaise with all levels of staff, management and external stakeholders.
3. High level computer/keyboard skills using Microsoft Word, Excel, PowerPoint and databases
4. Previous experience undertaking accounts and invoicing duties.
5. Demonstrated experience problem solving, prioritising and using initiative and willingness to learn new procedures, processes, software and systems
6. Ability to work as a team member and independently using a personal approach which is positive, enthusiastic, friendly and helpful.
7. Proven record of integrity, reliability and a professional attitude.
8. Experience dealing with confidential and sensitive matters.

### Desirable

1. Certificate in business administration and/or demonstrated Administrative Assistant experience is highly desirable.
2. An understanding of Medicare and hospital outpatient funding systems

## 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.*