

Position Description

Position Title	Administration Support
Position Number	30028506
Division	Clinical Operations
Department	Theatre
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 1 - 2
Classification Code	HS1 – HS21
Reports to	Nurse Unit Manager Theatre
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 Interventional Suite Theatre Administration and Pay Related Support role provides key payroll support services and administrative support to all staff within the Interventional Services (IVS), inclusive of Theatre, Anaesthetics and Recovery, CSD, Day of Surgery Admissions.

As a valued member of the Interventional Suite Team, the Interventional Suite Theatre Administration and Pay Related Support role assumes the responsibility for an array of technically challenging administrative

duties associated with the efficient preparation and accurate production of the payment of salaries and wages for over 250 staff within the Interventional Services Suite.

Responsibilities and Accountabilities

Key Responsibilities

- Support the compilation of rosters for the Interventional Suite including transcribing daily staff allocations and incorporating the Surgeon Session Planner in VSSPRO
- Ensure accurate entry of seven published rosters into the schedule planner in Kronos
- Provide payroll support, advice and appropriate referral of pay related enquiries for Interventional Suite staff as well as providing telephone and email payroll/administration advice following discussions and directions with Interventional Suite Managers
- Ensure confidentiality of staff payroll information and work related matters
- Develop and prepare mandatory administrative requirements to assist with the formulation of Manager monthly reports within the Interventional Suite
- Provide administrative support to the IVS management team including maintaining department spreadsheets, rosters and coordination of recruitment
- Perform other ad hoc duties within the scope payroll administration as directed by the Interventional Suite Managers
- To assist with the greeting and escorting of visitors to the Interventional Suite including company representatives, nursing, medical students and visiting doctors
- Help promote the image of the Interventional Suite both internally and externally as an effective, safe, caring, respectful, accountable, service focused and professional team
- Accurately maintain files and filing
- Monitor and review administrative processes in the department. In the absence of the IVS Theatre Administration Support staff member help maintain general office systems and procedures including, but not limited to ordering of stock, stationery and other department needs as well as undertaking the full range of office duties
- Maintain IVS SharePoint website/intranet page

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 administration experience including advanced computer skills specifically on Microsoft Office including word processing, database, spreadsheets and email
2. High level of speed and accuracy with numerical skills and with strong attention to detail
3. A demonstrated ability to take responsibility for managing own work to achieve tasks as directed with minimal supervision and a high level of self-confidence

4. Excellent organisational skills with a proven ability to manage multiple tasks and work to set timeframes / deadlines
5. Excellent interpersonal and communication skills with the ability to interact and communicate with a diverse range of people at all levels, providing excellent customer service to both internal and external customers
6. A willingness and ability to learn
7. A personal approach which is positive, enthusiastic, friendly and helpful

Desirable

8. Certificate or qualification in administration or equivalent
9. Previous Payroll experience within a large organisation
10. Rostering experience in a healthcare setting

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.
- 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.