

## Position Description

Position Title	Administration Support
Position Number	30100274
Division	Clinical Operations
Department	Emergency Department
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 1
Classification Code	HS1 – HS17
Reports to	Nurse Unit Manager
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](#)

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

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 role of this position is to support the Emergency Department Nurse Unit manager and Medical Director with daily administration task.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

- A range of administration tasking using various software to assist the emergency department.
- Order supplies using the Oracle & Winc ordering system at the direction of the ED Nurse Unit Manager
- Undertake filing, faxing and photocopying as required
- Daily management of KRONOS for ED clinical staff, including the review and modification of daily allocation sheets.
- Enter published nursing roster into KRONOS schedule for all staff, providing roster shortfalls to NUM.
- Update KRONOS daily ensuring roster allowances, change of cost centres, classification errors and all personal leave is accurately documented and entered.
- Enter staff professional development or study leave requests into Kronos, document within relevant spreadsheet
- Publish daily allocation sheets from KRONOS
- Complete all on boarding requirements for new clinical staff including IT requests & swipe card access.
- Ensure staff email and phone lists are current. This includes casual bank staff and rotating clinicians
- Other duties as directed by Nurse Unit Manager

## **Key Selection Criteria**

### **Essential**

1. Demonstrated computer/keyboard skills in hospital databases, Word and Excel
2. Demonstrated experience in clerical work with a high level of computer literacy, telephone, reception and office administration skills
3. Ability to prioritise multiple tasks and work to set timeframes/deadlines
4. Strong understanding and confidence in usage of IT Systems (Previous experience with Kronos would be a strong advantage)
5. Flexibility to operate in an environment of change and continuous improvement
6. A personal approach which is positive, enthusiastic, friendly and helpful

### **Desirable**

7. Experience working in a public health environment
8. Tertiary Certificate/Diploma qualification in administration or relevant discipline

## 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.*