



Position Description

Position Title	Office Manager
Position Number	30101962
Division	Clinical Governance
Department	Innovation and Research
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 2
Classification Code	HS2 – HS21
Reports to	Director
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

This position requires a professional and efficient person to provide day to day office management support to the Research and Innovation department. The successful applicant will have the opportunity to join a large, diverse, friendly and supportive team environment.

Responsibilities and Accountabilities

Key Responsibilities

- Produce and distribute marketing collateral to promote Research and Innovation activities
- Create and manage events and forums on Eventbrite and assist with the development, promotion, coordination and evaluation of events and functions as required
- Manage and maintain the relevant intranet and internet pages, and the Research and Innovation email account
- Develop and maintain office and administrative systems including management of stationary and stores, accounting, payroll and statistical records
- Manage Research and Innovation Team meetings, relevant project group meetings and committees including scheduling, compiling, following up and dissemination of agendas/minutes and other relevant documentation
- Enter and setup of relevant surveys using Survey Monkey or Microsoft Forms, provide data entry assistance to the team and support team members with reporting as required
- Manage and maintain the Survey Monkey Enterprise account including negotiation and allocation of user seats with the different department users across the organisation
- Manage staff schedules and variations in Kronos on a daily basis and coordinate the approval process
- Manage room and meeting bookings as necessary
- Manage travel arrangements and schedules for team members including booking accommodation and attendance at relevant meetings
- Develop and manage relevant Microsoft Teams and Sharepoint sites
- Respond to telephone enquiries and other general clerical duties as required

Key Selection Criteria

Essential

1. Relevant qualification in office administration and\or management
2. Extensive experience in office management and administrative support within a health environment
3. Demonstrated ability to prioritise work effectively to meet required deadlines and schedules with minimal supervision
4. Demonstrated advanced computer literacy, with proficient working knowledge of Microsoft Software (Word, Excel, PowerPoint and Access)
5. Experience with data entry and reporting with an eye for detail
6. Excellent interpersonal skills and the ability to communicate effectively with a broad range of stakeholders at all levels

Desirable

7. Experience with Bendigo Health systems including Kronos, Oracle and other relevant systems
8. Experience with Survey Monkey, Eventbrite, Microsoft Teams and Zoom
9. Experience with Adobe programs including InDesign

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.