

Position Description

Position Title	Administration Officer
Position Number	30028832
Division	Office of the CEO
Department	Public Health Unit
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administration Grade 2
Classification Code	HS2
Reports to	Manager Health Protection
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

Reporting to the Manager Health Protection, the Administration Officer provides senior administrative support to the Public Health Unit. They will also work collaboratively with other PHU and Bendigo Health administrators and other staff to ensure a consistent, professional and coherent approach to systems, functions and administrative processes as needed.

The Loddon Mallee Public Health Unit (LMPHU) works to keep our regional community healthy safe and well. We use local knowledge, community-based relationships and direct engagement to effectively tailor and deliver public health initiatives and respond to incidents and issues within the Loddon Mallee region.

First established in 2020 to manage cases and outbreaks of COVID-19, LMPHU now has a wider range of responsibilities from prevention to control of communicable and non-communicable diseases and health threats. LMPHU works in partnership with primary, acute and community health services, state government agencies, local governments and local communities to promote health and wellbeing, and tackle inequalities in health for all those living in the Loddon Mallee region.

Responsibilities and Accountabilities

The role requires good communication and computer skills alongside flexibility and initiative to respond to changing business needs. The role helps coordinate responses to requests for information and supports senior staff. Rostering and Kronos management and delivering good quality business administration tasks in accordance with Bendigo Health policy and values.

Key Responsibilities

- Coordination and completion of business administration tasks including supply purchasing, invoice payment, recruitment administration, and compiling information for financial and other business reports.
- Ensure appropriate document management/filing of both electronic and hard copy documents and directories.
- Coordinate and draft internal and external communications such as weekly PHU updates, letters, memos and reports.
- Arrange staff rosters, including for on-call and holiday periods.
- Undertake the review of timesheets and schedules within the Kronos system for PHU staff in accordance with fortnightly pay cycles and timelines.
- Provide administrative support to communication activities, including updating the intranet and website as well as supporting in the production of the fortnightly update to stakeholders.
- Respond to phone and email contacts to the PHU, coordinating timely responses to requests for information and ensuring appropriate handling of sensitive information.
- Liaise with various departments throughout Bendigo Health and key stakeholders from outside the organisation where required in order to support administrative and business support work for the PHU team.
- Diary management and scheduling for the senior PHU leadership team.
- Secretarial support to various meetings, including scheduling, invitation management, preparing agendas, recording and typing of minutes, distributing documentation and following up actions.
- Undertake ad hoc office administration duties and providing leave relief to other administration duties as required.
- Facilitate procurement and purchasing of required items as required and in accordance with established policy and governance procedures.
- Other duties within scope of role and skills as required.

Key Selection Criteria

Essential

1. High level computer literacy skills including use of Microsoft Word, Powerpoint, Teams/SharePoint, Publisher, CANVA, Survey Monkey, MailChimp and Excel programs.
2. Sound skills and experience in reception, including handling of phone call enquires, computerized diary management, rostering and general office duties.
3. Sound skills and experience in meeting attendance and minute taking and preparation/typing of minutes, reports and letters.
4. Demonstrated high-level inter-personal and communication skills with the ability to effectively liaise with all levels within and external to the organisation
5. Ability to problem solve, apply a high level of attention to detail and prioritise workload effectively to meet deadlines and schedules as required.
6. Experience in dealing with confidential and sensitive matters and information regularly.

Desirable

7. A team player with a friendly, flexible and can-do attitude, comfortable working in an environment of change.
8. Qualifications relevant to office/business management and/or demonstrated experience in a similar role as well as experience in the health sector.
9. Experience in Human Resource Administration.
10. Ability to work within a team environment as well as independently

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.