

## Position Description

Position Title	Administration Support
Position Number	30010622
Division	Aged Care, Public Health, Aboriginal and Diversity Services
Department	Gibson Street Group
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	Director of Nursing Gibson Street Group
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><li>• Aged Care Banning Order Register</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.

Reporting to the Director of Nursing, Gibson Street Group, the role of the position is to support the Nurse Unit Managers and the Food Services Manager in the Gibson Street Group with staff roster and allocation sheet generation. The position is responsible for arranging daily and forecast staff replacement and completion of Kronos scheduling, timesheet maintenance and roster development for staff employed at Joan Pinder, Stella Anderson and Simpkin House residential care facilities.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

- Undertake daily and forecast staff replacement utilising DAKS messaging and phone contact to meet staff rostering requirements to meet in consultation with the Nurse Unit Managers and Food Services Manager
- Attend to the daily management of KRONOS ensuring shift changes, roster allowances, change of cost centres, classification errors and all personal leave is accurately documented and entered.
- Provide all required documentation to the Payroll team in consultation with the Director of Nursing, Nurse Unit Managers and Food Services Manager. This will also include contracted agency staff.
- Publish daily allocation sheets from KRONOS.
- Attend to the review, updating and modification of daily allocation sheets and staff variance sheets to include permanent, casual, contracted agency and shift by shift agency staff bookings.
- Generate draft and final published rosters for all staff to meet required timeframes in consultation with the Nurse Unit Managers and Food Services Manager.
- Enter published staff rosters are entered into KRONOS schedules and provide roster shortfalls to Nurse Unit Managers and Food Services Manager.
- Ensure all staff leave requests are documented within relevant leave calendar/spreadsheet.
- Maintain filing and record keeping systems as required.
- Ensure staff and agency phone lists are current.
- Other duties as directed by the Director of Nursing.

## **Key Selection Criteria**

### **Essential**

1. Demonstrated computer/keyboard skills in Microsoft Office programs, Word and Excel
2. Demonstrated experience and confidence in usage of KRONOS and associated IT Systems
3. Demonstrated experience in clerical work with a high level of computer literacy, telephone, and office administration skills
4. Ability to prioritise multiple tasks and work to set timeframes/deadlines
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 business administration or similar

## 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.*