

## Position Description



Position Title	Executive Assistant
Position Number	30010146
Division	Office of the CEO
Department	Loddon Mallee Local Health Services Network
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 3
Classification Code	HS3 – HS25
Reports to	Executive Director – Loddon Mallee Local Health Service Network
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>Current and unrestricted Drivers Licence</li> <li>Immunisation Requirements</li> </ul>

### The Loddon Mallee Local Health Service Network (LMLHSN)

The Loddon Mallee Local Health Service Network was established on 1 July 2025 by the Victorian Department of Health to strengthen collaboration among health service providers and improve health service delivery across the Loddon Mallee region.

The strategic priorities being focused over the next three years (2025-2028) are:

- Improving access and equity of care
- Enhancing workforce support with collaborative planning
- Focusing on quality and safety and
- Optimising efficient resource use.

More information about the Victorian LHSN can be found: [Local Health Service Networks | health.vic.gov.au](https://www.health.vic.gov.au/local-health-service-networks/)

In the LMLHSN work is underpinned by the following vision and values:

- Vision: Shaping the future of health service delivery to give our communities a great experience throughout the Loddon Mallee region.
- Values: Respect, Integrity and Collaboration

LMLHSN is governed by a CEO and a Board Chair Committee, comprising representatives from the 13 public health services in the region. Strategic initiatives are delivered through projects sponsored by CEO leads and implemented by an agile network team working across all partner health services.

Staff considering employment opportunities in network are expected to:

- Work in a hybrid model, with flexibility to travel across the region for meetings and collaboration events.

- Access hot desk office/meeting room spaces at Bendigo Health and other health service sites (bookable as needed).
- Maintain a suitable home office setup (IT equipment provided) and be proficient in using online collaboration tools.

## **Bendigo Health**

Bendigo Health is the fundholder and host of the LMLHSN function, therefore is the employer of the network staff. Bendigo Health is the major regional health service in the Loddon Mallee, learn more by visiting the website: [Bendigo Health Website - About Bendigo Health](#)

Bendigo Health 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.

Bendigo Health's work is underpinned by the following vision and values:

- Vision: Excellent Care. Every Person. Every Time.
- 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 Executive Assistant has primary responsibility for providing high level administrative and executive management support to the ED LMLHSN, Senior Managers and the broader team. The Executive Assistant is required to support and coordinate activities of the network to provide effective administrative services including organisation and preparation of material for governance, sub-committees and working group meetings, developing and maintaining efficient and effective office systems and processes. This role will work closely and with the incumbent Loddon Mallee Shared Services executive assistant.

## **Responsibilities and Accountabilities**

This role works with a broad range of CEO, Board Chair and other stakeholders from all the 13 health service partners; therefore, the ability to maintain good working relationships, communicate clearly and organise a broad range of activities, is a key responsibility. The network has a devolved leadership structure with active participation by the CEO's and Board Chairs in leading various projects across the network. This role is accountable for a high level of confidentiality and discretion in the conduct of the LMLHSN business.

## **Key Responsibilities**

The major responsibilities and accountabilities include:

### **LMLHSN Governance, Sub-Committee and Working Group Coordination**

- Provision of secretariat coordination of the various committees and working groups and associated activities.
- Administrative functions include drafting agenda's, minute taking, correspondence, scheduling appointments, organizing and maintaining electronic files, or providing information under the direction of the co-chairs/various chairs of the committees and working groups.
- Ensuring decision, actions and risk logs are updated following meetings.
- Ensuring information is stored securely and confidentiality of network information is maintained.
- Assist in coordination and induction of new LMLHSN CEO's and Board Chairs to the meeting structure and processes.

- Provide assistance in the preparation and facilitation of face-to-face planning days and forums in relation to Strategic and Business Planning. This includes coordinating and booking any CEO, Board Chairs and staff related requirements such as travel, catering, training, venue hire and assistive technology

### **Executive Support**

- Provide quality and timely administrative support to the ED LMLHSN and Senior Managers (leadership team) in a virtual/remote and face to face environments.
- Maintain and coordinate an effective calendar and electronic filing system, ensuring the leadership team's competing demands are effectively managed.
- Proactively manage correspondence, both emails and letters received. this includes preparation of responses and briefing notes as required, keeping the ED LMLHSN updated.
- Maintain and report on a current log of correspondence and commitments and chase up items approaching the due date.
- Prepare agendas and minutes of various internal and external meetings convened or attended by the ED LMLHSN (or other agreed meetings).
- Follow up matters arising at such meetings on behalf of the ED LMLHSN.
- Co-ordinate relevant responses and/or input into projects, programs, reports, correspondence and corporate issues.
- Support the ED LMLHSN by proactively responding to enquiries from LHSN stakeholders.
- Coordinate reimbursements as authorised for expenditure, ensuring appropriate approvals are in place.
- Assist the ED LMLHSN with delivery of work area plans/budgets within delegations, following policies and procedures.
- On request support the leadership team in management of various IT systems such as HR, Financial and contract systems.
- Provide support to the greater LMLHSNN team as required.

### **Other**

- Preparing the draft annual report, including coordinating contributions to the annual report.
- Coordinating the regular news letters/updates and social media under the direction of the leadership team.
- Annual preparation of key governance meetings so that scheduling is in place at the beginning of each calendar year.
- Managing the Annual General Meeting, any Special General Meetings and filing required regulatory notices.
- Assist in the annual preparation of and reporting against the Statement of Expectations.
- Provides support to ensure LMHN complies with Department of Health, Safer Care Victoria and other reporting governance requirements.
- Assist with the monitoring of business planning performance and reporting in relation to the LMLHSN Regional Plan.
- Assist with onboarding of new network staff
- Organising travel and accommodation for external meetings
- Other duties as required under the direction of the ED LMLHSN.

## **Key Selection Criteria**

### **Essential**

1. A demonstrated successful track record of autonomously managing a large portfolio of work with competing priorities, to a high level of accuracy whilst keeping priorities and timelines on track.

2. Demonstrated ability to adapt and respond in an agile way to changes in direction (noting that the networks are in the early stage of formation).
3. Ability to positively solve problems – ‘can do attitude’.
4. At least five years’ experience in a personal assistant or executive assistant role.
5. A high level of proficiency in computer skills and knowledge of Microsoft suite of applications, SharePoint or similar collaboration tools, social media and the ability to learn other software applications.
6. Proven secretarial support for committees, e.g., agenda preparation and minute taking.
7. Highly developed level of emotional intelligence, communication ability, discretion and positivity.
8. Commitment to ongoing professional learning and development.

## Desirable

9. Certificate/Diploma qualification in Business/Administration.
10. Previous experience in a health environment and knowledge of medical terminology and medico-legal matters

## Generic Responsibilities

All Bendigo Health and Loddon Mallee Local Health Service Network 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 and Loddon Mallee Local Health Services Network 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 LMLHSN 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.*