

POSITION DESCRIPTION

Position Title:	Personal Assistant & Senior Program Coordinator– Nursing & Midwifery Leadership
Directorate:	Nursing & Midwifery
Award/Agreement:	Health & Allied, Admin Officers and Managers
Classification:	HS3
Reports To:	Executive Assistant to Executive Director of Nursing & Midwifery
Direct Reports:	Nil
Date Prepared/Updated:	19 May 2025

Position Purpose

The Personal Assistant & Senior Program Coordinator– Nursing & Midwifery Leadership – plays a dual and pivotal role in supporting the strategic, professional and operational priorities of the Deputy Executive Director of Nursing & Midwifery (DEDONM), Directors of Nursing & Midwifery (DONM) and when possible the Assistant Director of Nursing & Midwifery (ADONM) team at Western Health. This role provides high-level executive support to senior nursing leadership, ensuring efficient administrative and coordination functions are delivered with professionalism, accuracy, and discretion.

Simultaneously, the position is responsible for the effective scheduling, coordination, and logistical support of the Leadership Programs for Nursing & Midwifery. This includes liaising with internal and external facilitators, communicating with program participants, managing program-related data and attendance records, invoicing, booking rooms and resources, and ensuring all operational aspects of the program run smoothly and efficiently in alignment with the Directorates strategic priorities.

The role requires a proactive and detail-oriented individual with exceptional communication, organisational, and stakeholder engagement skills. By supporting senior leader functions and advancing leadership development initiatives, the position contributes significantly to Western Health's commitment to nursing and midwifery excellence, workforce capability, and a culture of continuous improvement and innovation.

Business Unit Overview

The Nursing and Midwifery Directorate provides leadership to Western Health's nursing and midwifery workforce, supporting professional practice ensuring innovative evidence-based nursing/midwifery care to Western Health care recipients. The Deputy Executive Director of Nursing & Midwifery (DEDONM) and Directors of Nursing and Midwifery (DONMs) provide strategic, professional and operational advice to the Executive and Divisions on nursing and midwifery professional needs in line with the organisation's strategic priorities.

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The DEDONM and DONMs are based at and have designated senior nursing/midwifery site management responsibilities for all Western Health sites. The DEDONM and DONMs are also the senior nursing and midwifery leaders of one or more of Western Health's operational Divisions. Additionally, the Directors of Nursing & Midwifery have organisational portfolios, including being the lead for each of the 8 National Safety and Quality Health Service (NSQHS) Standards.

The Assistant Directors of Nursing & Midwifery (ADONM's) support the Directors of Nursing and Midwifery through the leadership of portfolio-based priorities and project work.

Western Health Values: Compassion, Accountability, Respect, Excellence & Safety

Western Health aspires to be a values-driven organisation and all employees are required to model the following values in their day-to-day tasks:

- Compassion – consistently acting with empathy and integrity
- Accountability – empowering our staff to serve our community
- Respect – for the rights, beliefs and choice of every individual
- Excellence – inspiring and motivating innovation and achievement
- Safety – working in an open, honest and safe environment

Western Health Focus: 'Best Care'

At Western Health we are committed to high quality, safe and person centred patient care. The Western Health framework for Quality, Safety and clinical governance describes a vision for 'Best Care' for all Western Health patients and consumers.

Key Responsibilities

Personal Assistant

- Acting as the first point of contact, dealing with correspondence and phone calls
- Ensure confidentiality at all times.
- Proactive diary management and forward planning in the co-ordination of meeting schedules, travel and booking of offices and meeting rooms.
- Management of meetings and programs. For example:
 - drafting agenda's
 - preparation, taking, and distribution of agendas and minutes
 - room bookings and room preparation including IT set-up and catering
 - maintaining project progress reports and files
 - assisting DEONM / DONM with meeting actions
- General administration duties such as letters, reports, power point presentations and excel spreadsheets and other ad hoc administrative duties.
- Coordination of recruitment including advertising within PeopleHub, scheduling of interview panel and candidates, preparation of interview documentation and other interview logistics.
- Support the onboarding, orientation and offboarding of staff members within the team.
- Coordinates business activity and communications within the physical environment.
- Maintain the current digital records for ongoing meetings, general service documents, and projects.
- General office management including – maintaining and ordering office supplies and aiding visitors in the office and planning of any workshops /events etc.
- Accurate recording and management of rosters, leave requests, performance development plans and other KPI's.
- Develop and sustain a level of professionalism amongst suppliers, staff and clientele.

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- Collation, development & maintenance of reporting and monitoring deadlines.
- Assist with project management as required and development of presentations and project documents.
- Coordination of travel arrangements
- Effective use of Microsoft 365, videoconferencing, webinars, intranet and microsite management
- May be required to act as OHS representation and fire warden for the area.
- Participate in annual Performance Development Planning and identify learning needs
- May be required to deputise for the Executive Assistant, Nursing & Midwifery during periods of leave.

Senior Program Lead - Nursing & Midwifery Leadership

- Coordinate the scheduling, planning of the delivery of the Nursing & Midwifery Leadership Programs.
- Liaise with internal and external facilitators, guest speakers, and program participants to ensure smooth delivery and communication.
- Manage venue and room bookings, technology requirements, catering, and other logistical needs for program sessions.
- Track attendance, maintain program data and documentation, and assist in the evaluation and reporting of program outcomes.
- Monitor and update program materials, communications, and participant resources as needed.
- Act as a key point of contact for enquiries related to the Nursing & Midwifery Leadership Program
- Identify and implement process improvements to enhance administrative efficiency and program delivery of N&M Leadership Programs
- Build and maintain effective working relationships with nursing leaders, administrative staff, educators, and external stakeholders.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal

- Executive Assistant Nursing & Midwifery (Manager)
- Deputy Executive Director of Nursing & Midwifery
- Directors of Nursing & Midwifery
- Personal Assistants
- Associate Directors of Nursing & Midwifery
- Divisional Directors
- Operations Managers
- Nurse and Midwifery Unit Managers
- Senior Nurses & Midwives
- People and Culture Business Partners
- Education & Learning Unit
- Best Care Governance & Support Division
- Support Services

External

- Nursing & Midwifery Leadership Program facilitators
- Professional Nursing and Midwifery organisations and associations
- External contractors and suppliers as required

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- Representatives of government departments and agencies

Selection Criteria

Essential

- Relevant business qualification to degree level and/or extensive experience in secretarial/administrative/management role, minimum four (4) years
- Demonstrated ability to manage, prioritise and organise self and others effectively.
- Highly developed organisational skills and high level of accuracy in all aspects of work to meet multiple deadlines.
- Demonstrated ability to maintain confidentiality and ensure the secure handling of sensitive information at all times.
- High levels of tact and discretion when dealing with multiple contacts and potentially sensitive and confidential matters
- Capacity to develop & maintain positive relationship and a maturity to handle a range of situations.
- High level of communication skills including interpersonal, written and oral.
- Understanding of project methodology and processes
- Excellent computer skills (proficient in Microsoft Office), proactive diary management & ability to learn new programs efficiently.
- Experience dealing with the complexities of a large diverse organisation.
- Demonstrated commitment to customer focused service.
- A willing and positive attitude with a 'can do' approach.

Desirable

- A Business/office administration qualification.
- Previous experience in the healthcare sector.

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment.
- Obtain a working with children check prior to employment (if requested).
- Obtain an Immunisation Health Clearance prior to employment.
- Report to management any criminal charges or convictions you receive during the course of your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health.
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information.
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

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<p>General Information</p> <ul style="list-style-type: none"> • Redeployment to other services or sites within Western Health may be required. • Employment terms and conditions are provided according to relevant award/agreement. • Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace. • Western Health is committed to Gender Equity • Western Health provides support to all personnel experiencing family and domestic violence • 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs • Western Health is a smoke free environment
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I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name:	<u>Click here to enter the Employee's name.</u>	
Employee's Signature:	<u></u>	Date: <u>Click here to enter a date.</u>

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