

POSITION DESCRIPTION

Position Title:	Senior Administration Systems Support
Business Unit/Department:	Engineering Services
Division:	Health Support Services
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 3 – Level 1 to Level 5 (HS3 to HS25)
Reports To:	Administration Manager
Direct Reports:	Nil
Date Prepared/Updated:	14 January 2025

Position Purpose

As a senior member of the Engineering Services team, the Senior Administration Systems Support Officer will provide administrative supervision and oversight to the various teams and departments within Engineering Services. In this role, the senior officer will be expected to perform supervisory duties, fill in for the team leader when required, and ensure the effective operation of administrative processes across all areas.

The role requires a high level of proficiency in communication and the ability to manage multiple priorities within a fast-paced office and workshop environment. The senior officer will be responsible for accurate data entry and maintenance of systems such as Excel, Microsoft Access, Pulse/BEIMS, and other vendor software. Additionally, the officer will coordinate with staff and departments to ensure seamless workflow and optimal use of resources. This position includes supervising day-to-day activities, providing support to staff, and overseeing key administrative functions such as processing work orders, managing asset registers, and handling invoicing and account reconciliation. The senior officer will also be involved in training new staff, ensuring compliance with health service policies, and contributing to the development and implementation of systems to enhance operational efficiency.

The Senior Administration Systems Support Officer plays a critical role in managing urgent or complex service requests, exercising sound judgement under time pressure, and ensuring that all duties are carried out according to established procedures, standards, and policies. This role requires a solid understanding of engineering administration processes.

A key responsibility of this position is to cover for the Administration Manager during periods of leave. This includes managing workflows, facilitating team communications, and maintaining accountability for departmental objectives.

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Business Unit Overview

The Engineering Services Department at Western Health is committed to ensuring that all buildings, grounds, services, plant, equipment, machinery, furniture & fittings perform efficiently, are maintained and serviced in such a manner that they provide a safe and pleasant environment for patients, staff and visitors to the hospital.

Key Responsibilities

Data Management & Analysis:

- Auditing and coordinating master data improvement initiatives
- Perform data analytics and reporting
- Data entry and data cleansing activities through Excel and data management tools
- Support the Engineering Services Department leads to stay on top of their data and provide status reporting on contracts, budget, and asset data health
- Carry out problem-solving or investigation when tasked to find answers or information on a project or task basis

Accounts Processing:

- Establish and maintain appropriate work patterns and procedures for daily accounts to be approved and paid
- Duties cover end-to-end accounts payable:
 - Raise Purchase Orders in FMIS and BECMS
 - Check monthly invoice statements for overdue payments
 - All account documentation to be entered with 100% accuracy
- Liaise and consult with suppliers and contractors routinely with regard to invoices and quotes for work orders in Engineering
- Liaise and consult with suppliers and contractors with regard to overdue invoices and purchase orders to discuss any issues with routine transactions
- Ensure red-stamp invoices and utility bills are signed by relevant approvers within a timely manner
- Provision new suppliers in FMIS and BECMS

Asset Management:

- BEIMS, ZUUSE & BECMS Administrator, including provisioning of new staff members into BEIMSS
- Prepare daily and monthly reports for use by management such as generating planned maintenance reports
- Accept, delegate and record Work Orders (BEIMs)
- Generate Planned Maintenance PO's
- Set up and maintain Contracts
- Upload bulk work order closure records (Biomedical)
- After hour Call In by trade staff to be entered onto BEIMS
- Add new suppliers on BECMS/BEIMS as required
- New/replacement call bells to be registered on asset database
- Upload corrected asset datasets into BEIMS as needed

General Engineering Services Support:

- Provide supervision in the absence of the Administration Team Leader, ensuring smooth operations within the department
- Support the Admin Team Leader in supervising the day-to-day operations of the Administration team, ensuring tasks are completed efficiently and in accordance with established procedures
- Support the Admin Team Leader in supervising the training of new staff members on tasks, policies, and systems
- Support the Admin Team Leader in supervising the coordination of resources and staff to meet operational demands and deadlines
- Provide coverage for the Administration Team Leader during periods of leave.
- Support the Admin Team Leader in resolving matters/issues that involve the admin team

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- Oversee reception, contractor management, service inquiries, and ad hoc administration tasks ensuring efficient operations and communication within the Engineering Services Department when required.
- Liaise with immediate supervisor and middle management level positions to seek and provide information
- Create task cards for current policy, procedures and workflows to ensure they are understood and adhered to
- Order stationery/uniforms/technology/new phones/tablets, set up and training – liaising with suppliers for routine orders of supplies
- Mobile phone contact person – dealing with all phones related issues: network dropouts, email setup, app updates
- Assist Engineering and Biomedical Management Team when required for ad-hoc tasks: data cleaning, formatting documents, collating financial and asset data to produce reports for use by Engineering Services Management as needed.
- Train new staff members on all tasks as required
- Set up and provision of new employees in BECMS, BEIMS, Engineering Staff Leave Manager, etc.
- Additional responsibilities/duties as assigned by management

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:

- All Western Health Ward and Department employees
- Engineering Services Management Teams – all
- Engineering Services, Biomedical and Maintenance Staff
- Engineering Administration Staff
- Engineering Operations Manager and Director

External:

- Contractors and Engineering/Maintenance providers
- Maribyrnong City Council/Brimbank City Council
- Services Authorities and Utilities

Selection Criteria

Essential:

- Experience in account processes, including invoicing/reconciliation
- Experience in delivering outstanding customer experience with high level of quality services
- High level competence in the use of information technology
- High level administrative skills, incorporating filing systems and admin support
- Excellent MS Office Applications (Word, Excel, PowerPoint, Microsoft Access)
- Confident and clear communicator
- Ability to liaise effectively with people from a range of cultural backgrounds
- Sound verbal and written communication skills
- Ability to coordinate multiple tasks simultaneously and productively
- Demonstrated numeracy skills and attention to detail
- Ability to problem-solve and work independently
- High level accuracy & attention to detail
- Ability to operate effectively in a team
- Ability to contribute ideas and demonstrate initiative

Desirable:

- Familiarity with Engineering services/Facilities Management/Trade Environment
- Familiarity with hospital environments and the health care system

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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
- 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 Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), 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

General Information

- 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
- 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

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: _____

Employee's Signature: _____ Date: _____

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