

POSITION DESCRIPTION

Position Title:	Women's & Children's Clinical Directorate Administration Assistant
Business Unit/Department:	Clinical Directorate
Division:	Women's & Children's Services
Award/Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest EA 2021-2025
Classification:	HS3
Reports To:	Women's & Children's Administration Services Manager
Date Prepared/Updated:	15 July 2025

Position Purpose
The Women's and Children's (W&C) Clinical Directorate Administration Assistant is part of the larger Women's & Children's clinical directorate. This role sits within a small team committed to providing excellent services to ensure facilitation of recruitment, rostering and leave management for the Senior Medical Staff. This role requires high attention to detail particularly related to rosters and data management
Business Unit Overview
<p>The Division of Women's & Children's Services continues to expand and develop to meet the Western region's population growth, care complexities and demand. The service has seen significant growth over the last 4-5 years across all program areas in assisting to meet regional support requirements.</p> <p>The purpose-built Joan Kirner Women's and Children's (JKWC) Building at Sunshine Hospital, and the delivery of services at Bacchus Marsh Hospital following amalgamation continues to support the growth of the service, with planning commenced for the New Melton Hospital in 2029 providing services for women and children.</p> <p>In 2023/24 in the Women's and Children's Division provided care for:</p> <ul style="list-style-type: none"> • More than 6900 babies born, at Sunshine, Bacchus Marsh Hospital, and at home. • More than 2,020 neonates in our Newborn Services • More than 3,140 women who accessed inpatient Gynaecology services • More than 13,840 women booked appointments in outpatient Gynaecology services • More than 3,830 children admitted to hospital and supported Sunshine Hospital Emergency Department who saw more than 30,250 children present to their department <p>The Women's & Children's Division provides care across a number of sites within the Western catchment, including Sunshine, Bacchus Marsh, Melton and Sunbury. The Division collaborates with</p>

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<p>several other Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care for our community.</p> <p>The Division will continue to innovate and develop more services and model of care options across Western Health to ensure Best Care for the community of Western Melbourne.</p> <p>The Division collaborates across a number of Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 <p>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 the Patient Experience describes a vision for 'Best Care' for all Western Health patients and sets out the behaviours, strategies and organisational systems needed to achieve this vision.</p>
<p>Key Responsibilities</p>
<ul style="list-style-type: none"> • Work in collaboration with other members of MWU SMS & JMS • Assist with W&C Senior Medical Staff rosters and medical staff leave notifications, including updating leave calendar, FindMyShift and working with Medical Workforce • Responsible for SMS Roster On or applicable roster systems • Responsible for SMS recruitment via PeopleHub or applicable recruitment systems • Responsible for completion of fortnightly timesheets / recall & overtime • Responsible for addressing all Senior Medical Staff payroll queries • Assist with scheduling relevant Senior Medical Staff Performance Development Plans, and Mandatory Competencies • Assist with Orientation processes for Registrars and Hospital Medical Officer's (HMO's) • Assist with onboarding of Senior Medical staff, i.e. IT access, swipe card and name badges • Assist W&C Personal Assistant's Team in times of leave cover • Leave relief assistance within the Clinical Directorate Administration team • Communication management • Ensure requests for advice or correspondence are provided in a professional and timely manner • Ensure patient and staff confidentiality is maintained at all times • Other duties as reasonably requested to support Clinical Directorate Operations <p>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.</p>
<p>Key Working Relationships</p>
<p>Internal:</p> <ul style="list-style-type: none"> • W&C SMS Operations Manager • W&C Divisional Director • W&C Clinical Services Director

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- Heads of Unit
- Operations Managers
- Senior Medical Staff
- Junior Medical Staff
- Nursing / Midwifery staff
- W&C Personal Assistant Team
- W&C Administration Assistants
- WH Medical Workforce Team
- MH Payroll Team
- Other Administration Staff
- Hospital Departments and Divisions
- Business Analysts

External:

- General Practitioners
- External contractors and suppliers as required
- Representatives of government departments and agencies

Selection Criteria

Essential

- Ability to work autonomously and meet tight deadlines
- Exceptional attention to detail
- Demonstrated excellent computer and keyboard skills, i.e, Microsoft suite, including SharePoint, Word, Excel, PowerPoint, Teams
- Excellent time management and organisation skills
- Good problem solving skills and ability to prioritise work
- Work well as part of a team, ensuring own accountability and responsibility for tasks as delegated.
- Excellent communication skills, both verbal and written

Desirable

- Knowledge / experience in IPM / BOS /EMR
- Knowledge of medical terminology
- Previous experience with complex Senior Medical Staff timesheets and payroll queries
- Previous experience with roster management
- Previous experience with Roster On
- Previous experience with PeopleHub
- Previous experience with Roster Management Systems
- Previous experience with Recruitment Management Systems

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.

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- 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, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- 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
- 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

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:	Click here to enter the Employee's name.		
Employee's Signature:		Date:	Click here to enter a date.

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