

POSITION DESCRIPTION

Position Title:	Administrator
Business Unit/Department:	Culture & Organisation Development
Division:	People, Culture & Communications
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:	Senior Organisation Development Consultant – Culture & Organisation Development
Direct Reports:	N/A
Date Prepared/Updated:	18 August 2026

Position Purpose

The Administrator will provide accurate and timely project and administrative support to the Culture and Organisation Development team.

This role is the cornerstone of support to the Culture and Organisation Development team, ensuring the Culture and Organisation Development team are supported to deliver the Mentally Healthy Workplace Plan, a range of employee engagement initiatives, development programs and recognition programs and awards. These programs and work build capability and foster a positive workplace culture within Western Health.

Business Unit Overview

The Culture and Organisation Development team sits within the People and Culture Directorate and provides specialist organisational development consulting, leadership development and culture initiatives across Western Health.

The team partners with leaders and teams to strengthen leadership capability, improve team effectiveness, support organisational change and build a positive workplace culture that enables staff to deliver high-quality care to the community.

The service activity currently comprises:

- Organisational development consulting
- Leadership and management development
- Team development and effectiveness
- Culture and engagement initiatives
- Change management and organisational transition support
- Workforce development and talent initiatives
- Mentally healthy workplace strategies and wellbeing initiatives

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Key Responsibilities
Event and project support: • Develop project plans for key programs of work • Create collateral for initiatives and events, and or outsource as required • Liaise and support the Public Affairs team in collaboration with the Culture and Organisation Development team in major cultural and site events • Schedule and liaise with stakeholders in regard to departmental calendar of events • Assist in coordination of Reward and Recognition Programs, including supporting the delivery of events relating to the celebration and promotion of reward and recognition programs Process and contract management: • Coordinate Western Health contract management process with external suppliers • Coordination of Policy and Procedure updates and review processes Team operations and admin support: • Manage traffic and requests within shared departmental inboxes, ensuing sensitive issues are dealt with promptly and confidentially • Actively participate, develop and/or maintain systems and databases • Assume responsibility for departmental invoicing and budget tracking against initiatives • Coordinate monthly reports • Process invoices and record the team's expenditures and budget • Ensure up to date and relevant information is available for all our employees digitally, including requesting content updates for websites • General administrative tasks (e.g. ordering stationary, interview scheduling, secretariat duties for internal meetings) Team consultancy and leadership program support: • Support Consultancy Workshop preparation, schedule training, liaise with managers and other stakeholders re: delivery, venues etc. • Initiate assessments for development and or recruitment and develop success profiles for various roles using the Korn Ferry Talent Hub • Leadership Program administrative tasks (e.g. engaging with participants, facilitators, scheduling) 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: • Culture and Organisation Development Team • People, Culture and Communications Directorate • Managers and team leaders across the organisation • Individual employees and volunteers External: • EAP Provider • External delivery partners • Other health, training or relevant services
Selection Criteria
Essential: • Communicates effectively using advanced communication and interpersonal skills • Holds self and others accountable to meet commitments • Collaborates with others by building partnerships and working together to meet shared objectives • Demonstrates initiative and self-direction together with ability to work in teams • Drives engagement through motivating others

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- Optimizes work processes - knowing the most effective and efficient processes to get things done with a focus on continuous improvement
- Experience in development of plans and actions from idea formation to implementation
- Presentation skills, including creation and delivery
- Can promptly resolve routine problems, but also knows when to escalate more complex problems
- Ability to recover quickly from problems or setbacks and stay focussed on tasks despite disruptions or obstacles
- Is detail focussed with the ability to pay close attention to the particulars of a task or project to ensure high efficiency and accuracy
- Gains the confidence and trust of others through honesty, integrity, and authenticity.

Desirable:

- Relevant tertiary qualifications in Human Resource or related field
- Experience in working with complex organisations or health
- Project planning

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), Occupational Health and Safety (Psychological Health) Regulations 2025, 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 of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- 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

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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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