

POSITION DESCRIPTION

Position Title:	Administrative Officer
Business Unit/Department:	Office of Deputy of Executive Director – Nursing & Midwifery
Division:	Nursing & Midwifery Directorate
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 2 (Year 1 to Year 5)
Reports To:	Executive Assistant to Executive Director of Nursing & Midwifery (Professionally)
Direct Reports:	Nil
Date Prepared/Updated:	October 2025

Position Purpose

This position will work closely with their manager to provide high-quality administrative support across the Nursing & Midwifery Leadership Team. The role is critical in ensuring the delivery of efficient, professional and well-coordinated services across Western Health, including the successful transition to the New Footscray Hospital (NFH).

The incumbent will provide proactive and professional administrative support, including diary and meeting coordination, preparation and circulation of papers, minute taking, follow-up of actions, communication distribution, report generation, and project deliverables. Acting as a key conduit for the Nursing & Midwifery Leadership Team, the role will also support governance, planning and workforce readiness activities, particularly in relation to policies, procedures and guidelines (PPGs), development of Quick Reference Guides (QRGs), and systems such as PROMPT and SharePoint.

The position requires strong initiative, attention to detail, confidentiality, and collaboration to enable effective secretariat support, training logistics, capability building, and the smooth operation of nursing and midwifery functions in line with Western Health's policies, procedures and standards.

Business Unit Overview

The Nursing and Midwifery Directorate provides professional leadership to Western Health's nursing and midwifery workforce, supporting professional practice, ensuring high quality, innovative evidence-based nursing/midwifery care to Western Health care recipients. The directorate advances nursing and midwifery research and learning opportunities, supporting the application of innovative research-based approaches with a focus on translating research into nursing and midwifery practice. The Directorate has operational responsibility for the Best Care Governance and Support Division, Nursing & Midwifery Workforce Unit, Infection Prevention, Aboriginal Health, Consumers, Inclusion & Diversity and a number of expert nurse consultants.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

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' Responsibilities

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.

Key Responsibilities

The responsibilities of this role include:

- Provide high-quality administrative support across the Nursing & Midwifery Leadership Team, including activities related to the transition to the New Footscray Hospital (NFH).
- Collaborate with key leaders to support governance, workforce readiness, and operational priorities.
- Act as a professional representative and first point of contact for the Leadership Team, ensuring confidentiality and effective communication.
- 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
 - timely follow-up of outcomes.
- 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 accurate records and reporting systems across digital and physical platforms, including SharePoint and Microsoft 365.
- 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.
- Collation, development & maintenance of reporting and monitoring deadlines.
- Assist with project management as required and development of presentations and project documents.
- Ensure compliance with Western Health policies, procedures and confidentiality obligations.
- Act as OHS representative or fire warden as required.

Governance and Transition Activities

- Support governance processes for Policies, Procedures and Guidelines (PPGs) and the PROMPT system.
- Assist in developing and coordinating Quick Reference Guides (QRGs) to support staff transition to NFH.
- Generate reports and coordinate communication distribution relating to nursing and midwifery initiatives.
- Support training logistics, workshops and events.

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Professional Development and Organisational Contribution

- Engage in training and development to enhance administrative skills and knowledge.
- Participate in annual performance development planning and identify learning needs.
- Deliver on the Key Organisational Accountabilities aligned with Western Health's strategic aims.
- Work flexibly across Western Health sites, including Sunshine, Footscray, Williamstown, Sunbury, Bacchus Marsh and Melton.

Other role accountabilities include:

- Comply with the expected standards of performance in the role as described by the relevant professional bodies/industry standards and leadership capability frameworks
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience
- Comply with confidentiality obligations with regard to patients, consumers and colleagues
- Comply with all Western Health policies and procedures

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)
- Director of Nursing & Midwifery, Footscray Hospital
- Director Best Care Governance, Compliance & Assurance
- Nursing & Midwifery Leadership Team
- New Footscray Hospital Project Team
- Executive Assistants and Personal Assistants
- 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:

- Professional Nursing and Midwifery organisations and associations
- External contractors and suppliers as required

Selection Criteria

Essential:

- Experience in administrative role, minimum three (3) years
- Demonstrated ability to manage, prioritise and organise self 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), data management & ability to learn new programs efficiently.
- Experience dealing with the complexities of a large diverse organisation.
- Demonstrated commitment to customer focused service.

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- A willing and positive attitude with a 'can do' approach.
- Commitment to the organisation with an understanding of, and ability to integrate, positive organisational behaviours and values
- Commitment to ongoing personal and professional development

Desirable:

- Relevant qualification in health administration or business administration
- Experience working with SharePoint365
- Project administration and support skills
- Experience at a similar level in the health system

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, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023
- 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

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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: _____

Employee's Signature: _____ Date: _____

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