

## POSITION DESCRIPTION

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<b>Position:</b>	<b>BOARD SECRETARY</b>
<b>Time Fraction:</b>	As contracted
<b>Reports to:</b>	Chief Executive Officer/ Board Chair
<b>Award:</b>	<i>Victorian Public Health Sector (Health and Allied Services, Managers &amp; Administrative Workers) Single Interest Enterprise Agreement 2016 – 2020</i>
<b>Department:</b>	Corporate
<b>Position Tenure:</b>	As Contracted

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### OUR MISSION:

To promote and enhance the health and wellbeing of the people of the East Gippsland High Country

### STRATEGIC PILLARS AND KEY OBJECTIVES:

#### Healthy Community

Reach out to our local rural community in the planning and delivering of our services

#### Quality Care & Safety

Deliver first class care to our clients, community and key stakeholders

#### People & Culture

- Build a highly engaged and skilled team of health care professionals and volunteers with a commitment to creating a culture of achievement and service excellence

#### Sustainable Services

Develop a fully sustainable health care service model to fund future growth and investment in new markets and emerging technologies

#### Effective Governance

Create a comprehensive and accessible governance framework that ensures compliance with our legislative, ethical and statutory obligations

#### Collaborative Partnerships

Invest in strategic partnerships and alliances that allow us to achieve better outcomes for our service

### OUR VALUES – WE CARE



**At ODH we are an equal opportunity employer offering a totally smoke free workplace**

## **Key Selection Criteria**

Omeo District Health is an equal opportunity employer. ODH has adopted a common set of values across the organisation and developed associated behaviours around these values. Selection will be based on assessing demonstrated performance of the skills, knowledge, behaviours and other personal qualifications relevant to the role.

### **Essential**

- Experience in the role of Executive Assistant, Board Secretary &/ or senior administration
- Experience in preparing meeting documentation and recording of meeting Minutes.
- High level verbal and written interpersonal skills in a confidential environment
- High level skills in the suite of Microsoft Office software
- Skills and experience in stakeholder management
- Understanding of corporate governance principles and the role of policies and procedures
- Personal commitment to professional development
- Experience and commitment to quality improvement.
- Valid Victorian Driver licence.
- Current National Police Check.

### **Desirable**

- Experience as a Board Secretary, Executive Assistant or senior administration officer
- Skills and experience in administration or office management preferably in the health sector
- Formal qualifications in journalism, public relations, governance, computing, desktop publishing and/or accounting will be highly regarded but not essential

## **Position Summary**

Board Secretary has day to day responsibility for providing confidential administrative support to the Board Chair, Committee Chairs and other board directors. The role will provide general admin/reception support during periods of low board activity and as such take instructions from the CEO.

## **Key Responsibilities and Duties**

The Board Secretary should be self-motivated and have the ability to gain the acceptance of a wide range of people. The role requires a responsible person with a professional attitude, high level of motivation, flexibility and willingness to provide excellent service with minimal supervision.

- Administrative support to the board – under direction of the CEO.
- Arrange appointments for board where appropriate, handle or redirect telephone calls and visitors, deal with mail, correspondence and files.
- Compose confidential letters and reports, PowerPoint presentations and Excel spreadsheets
- Diary management - schedule meetings and appointments.
- Prepare agendas and papers for internal meetings, schedule and attend the meetings, recording of Minutes and Actions within timelines indicated in Terms of Reference.
- Manage room bookings and catering requests.
- Board Secretariat – under direction of the CEO and /or Board Chair.
- Prepare and distribute agenda and meeting papers within specified timelines.
- Attend all Board & committee meetings to record Minutes and action lists.
- Manage current and archived hard copy and electronic files.
- Load relevant documents onto Board portals as required.
- Prepare documentation and schedule meetings for non-routine processes – such as new Board member recruitment.
- Manage events such as the Annual General Meeting and Service Recognition Awards,

- Maintain corporate filing system, including register of forms.
- Manage PROMPT policy recording and monitoring system and amend policies related to board as required.
- Create and update board induction manual.
- Perform other duties reasonably required as directed by Board Chair and CEO

## **Organisational Keys**

### **Customer Service**

- Deliver services that reflect the Organisation's mission statement and values with a strong focus and commitment to Customer Service.

### **Privacy, Dignity & Confidentiality**

- Recognise and respect each Resident's/Patient's/Client's right to privacy, dignity and confidentiality.
- Demonstrate a commitment to and understanding of the Information Privacy Principles concerned with empowering individuals to manage, as far as practicable, the collection, use and dissemination of personal information about themselves.

### **Team Contribution**

- Demonstrate commitment to co-operation and a team approach, while exhibiting a positive, strong personal contribution to maximising the performance outcomes of the relevant program / area and ODH as an organisation.

### **Legislation, Regulations and Standards**

- Comply with the requirements and compliance responsibilities of relevant legislation, regulations and standards where they directly impact on the service activity and delivery of care.

### **Occupational Health and Safety**

- Ensures that work practices are carried out in accordance to the Occupational Health & Safety policies of the organisation.
- Promotes a safe working environment by identifying and reporting hazards.

### **Infection Control**

- All employees must have knowledge of Infection Control policies, located on Prompt. Employees will assess the risk of any potential infectious incident and utilise the appropriate action as outlined in ODH policies.
- Infection Prevention is the responsibility of all health care workers and is an essential part of quality health care. Hand Hygiene is the single most important factor in reducing the risk of spreading infection.

### **Quality and Safety**

- Demonstrate a commitment to the delivery of safe and high quality services.
- Ensure all activities are in accordance with the following standards as applicable to the employee's work area:
  - National Safety and Quality Health Service Standards (organisation wide);
  - Aged Care Standards (Lewington House);
  - Home Care Common Standards (Home and Community Care);
  - Department of Human Services Standards (Disability Support);
  - Royal Australian College of General Practitioners Standards (Medical Centre).

- Demonstrate a focus on partnering with consumers in the planning, delivery and evaluation of services and care, by actively seeking feedback and engaging consumers in their care planning as appropriate to employee role.
- Demonstrate consumer centred care:
  - Under the Aged Care Standards, this means that residents are treated with dignity and respect, are supported to make choices and that interactions with residents are kind, caring and respectful of each resident’s identity, culture and diversity.
  - Under the National Safety and Quality Health Service Standards this means that patients are supported to make informed decisions, and successfully manage their own health and care.
  - In all cases, this includes giving consumers choice about when to let support people, such as family or carers, be involved in their decision-making or make decisions on their behalf.
- Actively participate in the Omeo District Health quality improvement program and accreditation processes against the above standards, as appropriate to employee role.
- Be confidently able to complete an incident report and submit a quality activity in Riskman.
- Be able to identify risks and follow the Omeo District Health Risk Management Policy and procedure.
- Have, or participate in, processes to monitor and evaluate the performance of the services provided by the work area.

#### Professional Development

- Participates in annual performance review and development program.
- Maintain knowledge required for the performance of the position.
- Attend ODH Mandatory Education Training annually.

#### Health Literacy

- ODH is committed to the principals of Health Literacy and requires staff to adopt a range of health literacy strategies into their work practices.

<b>Risk Assessment / Job Analysis</b>
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Under Occupational Health and Safety, potential risks associated with this position are detailed below. Employee familiarity and compliance with emergency procedure codes apply to all areas of the organisation.

Aspects of Normal Workplace	Frequency
<u>Work Environment</u> <ul style="list-style-type: none"> <li>• Manage demanding and changing workloads and competing priorities.</li> <li>• Work a flexible roster spanning all shifts with the possibility of extended hours.</li> <li>• Sitting at the computer or in meetings for extended periods of time.</li> <li>• Work in a team environment and at times independently.</li> <li>• Work in locations geographically separated from the main facility.</li> <li>• Single beds for patients. All beds are fully electric. There is no requirement to lift bed heads or foot ends. Height adjustment is via a button.</li> <li>• Exposure to Substances. Hazardous substances are part of the hospital workplace (eg. blood). Protective equipment and procedures are in place to prevent contact.</li> </ul>	Continual Continual Continual Continual Occasionally Occasionally Occasionally
<u>Work Activity</u> <ul style="list-style-type: none"> <li>• Undertake administrative tasks including intensive computer / keyboard work, filing, writing, participating in meetings, concentrating for long periods of time (regular, daily basis)</li> <li>• Use of technology including photocopiers, telephones including mobiles, fax,</li> </ul>	Continual Continual

overhead projectors, televisions, video, electronic white boards, drill presses and guillotines. <ul style="list-style-type: none"> <li>• Undertake manual handling of equipment (eg, lifting, pulling, pushing, transferring, twisting) on a daily basis.</li> <li>• Participation in hazard identification and improvement strategies.</li> </ul>	Occasionally  Continual
<u>Work relationships</u> <ul style="list-style-type: none"> <li>• Work within a team environment</li> <li>• Professional interaction with medical nursing and admin staff</li> <li>• Interact with colleagues and other hospital staff</li> <li>• Interact with members of the public</li> <li>• Interact with patients and relatives</li> </ul>	Continual Continual Continual Continual Continual

**Performance Review:**

Six months after commencement of employment, then annually thereafter. Interim reports are completed after every six months or less, as determined by the Department Line Manager and Chief Executive Officer.

I, .....

Agree to undertake the duties as specified in the position description, and accept the appointment in accordance with the responsibilities stated above. My signature acknowledges confirmation of the terms and conditions offered.

As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organization's policies and procedures.

Signature: \_\_\_\_\_ Date: ...../...../.....