

ATTADALE PRIVATE HOSPITAL

POSITION DESCRIPTION

POSITION TITLE: PERSONAL ASSISTANT TO CHIEF EXECUTIVE OFFICER (CEO)

DIVISION: CORPORATE SERVICES

DEPARTMENT: EXECUTIVE – ATTADALE PRIVATE HOSPITAL

REPORTS TO: CHIEF EXECUTIVE OFFICER

Attadale Private Hospital is a 38 bed hospital, with 2 Operating Suites and 3 delivery suites with full maternal and neonatal services. Other clinical specialties include major and minor medical surgery involving; obstetrics, gynaecology, urology, plastic surgery, invitrofertilisation (IVF) and general surgery. We also have a 10 bed rehabilitation unit offering full allied health services and gym.

OUR VISION AND MOTTO

***** VISION *****

Leading the way in health care provision by providing amazing service

***** MOTTO *****

People caring for people

ATTADALE PRIVATE HOSPITAL

CODE OF BEHAVIOUR

In addition to your specific duties, your behaviour while performing your duties should at all times be in accordance with the Ramsay Way Values and Ramsay Health Care Code of Conduct.

Ramsay Way Values

Respect for the Individual

- We value integrity, credibility and respect for the individual.

Teamwork

- We believe that success comes through recognising and encouraging the value of people and teams.

Pursuit of Excellence

- We take pride in our achievements and actively seek new ways of doing things better.
- We aim to grow our business while maintaining sustainable levels of profitability, providing a basis for stakeholder loyalty.

The Ramsay Spirit

- We are caring, progressive, enjoy our work and use a positive spirit to succeed.

Contribution to the Community

- We build constructive relationships to achieve positive outcomes for all.

TERMS AND CONDITIONS OF EMPLOYMENT

Your terms and conditions of employment are as per the current Australian Workplace Agreement. In summary this provides for the following:

Leave Entitlements

Annual Leave

You are entitled to four weeks paid leave at the completion of each 12 months continuous service. This entitlement accrues pro-rata on a weekly basis and will be cumulative from year to year.

Sick Leave

You will receive 10 days of paid sick leave for each period of 12 months continuous service. This entitlement also accrues pro-rata on a weekly basis and will be cumulative from year to year.

Remuneration

Your salary is determined in accordance with your Agreement. Payment is made fortnightly into the bank, building society or credit union that you nominate. Monies are available on the Thursday afternoon of the pay week.

POSITION DESCRIPTION

POSITION: PERSONAL ASSISTANT TO CHIEF EXECUTIVE OFFICER (CEO)

KEY FUNCTIONS & RESPONSIBILITIES

- To provide comprehensive administrative and secretarial support to the CEO.
- To liaise with the CEO to distribute and respond to all confidential and general correspondence, memoranda and reports.
- To intercept and monitor all telephone calls and undertake responsible screening of calls to the CEO.
- To co-ordinate and maintain a schedule of appointments and meetings for the CEO.
- To prepare and co-ordinate reports and agendas for meetings, including dispatch to various members and minute taking as required. Attendance of certain meetings may include after hours.
- To maintain confidentiality of information
- To maintain the CEO's and other records accurately within filing and information systems.
- To ensure that arrangements for official functions and public relations activities are fully coordinated.
- To practice according to the principals of Equal Employment Opportunity, Occupational Safety & Health and Infection Control Guidelines.
- To participate in quality improvement and accreditation activities as required.
- To undertake other duties as required.

**ATTADALE PRIVATE HOSPITAL
SELECTION CRITERIA**

POSITION: PERSONAL ASSISTANT TO CHIEF EXECUTIVE OFFICER (CEO)

ESSENTIAL CRITERIA

- Comprehensive experience in all aspects of senior secretarial support.
- Advanced computer skills, including Microsoft Office Word, Excel and Powerpoint.
- Advanced skills in document preparation, presentations and data base administration.
- Excellent organisational ability, initiative and creativity.
- Ability to work to deadlines and flexibility to meet variable / high work demands.
- Excellent interpersonal, oral and written communication skills.
- Ability to take accurate minutes.