

Role Description

Administration Trainee (Identified)

Reference:	TV352596	Position ID:	New
Role title:	Administration Trainee (Identified)	Classification:	AO2
Employment status:	Temporary full time up to 12 months	Salary:	\$2,028.60 to \$2354.20 per fortnight
Unit/ Branch:	Indigenous Health Service Division	Contact Name:	Barbara Banu
		Contact Number:	07 4433 2007
Location:	Townsville University Hospital	Closing Date:	Sunday 04 October 2020

The Opportunity

The Administration Trainee works collaboratively as a member of the administration team and will provide a quality administration support function whilst completing a traineeship.

Reporting line, staffing, and budget responsibilities

- This position reports operationally and professionally to the relevant Team Leader, and is accountable for the key responsibilities

The role

Responsibilities:

- Complete general administration duties to contribute to the daily operations; including but not limited to electronic data input, telephone switch operation, filing, faxing, and scanning.
- Manage workload appropriately; prioritising tasks to ensure work is completed within designated timelines whilst providing assistance to other staff within a team structure.
- Ensure efficient and effective administrative support as directed by the Team Leader in accordance with the relevant task list.
- Work as a member of a team, foster team spirit and building and maintain cooperative relationships and have the ability to adapt to change, contribute to quality improvement activities and participate in a work team to deliver effective customer service.
- Participate in staff training programs and team meetings as required.
- Complete Certificate III in Business through traineeship model.

Additional:

- Fulfil the responsibilities of this role primarily in accordance with the Townsville Hospital and Health Service (HHS) core values, as outlined below, and in accordance with the [values outlined for the public service](#) with the Queensland Government.
- Ensure that service standards, safety and quality are maintained through adherence to defined service quality standards and relevant occupational health and safety policies, procedures and work practices.

- Some roles within Queensland Health are designated as Vaccination Preventable Disease (VPD) risk roles. **This is a VPD risk role.**

Work Health and Safety

Townsville HHS is committed to providing a safe workplace for all employees. This commitment includes a dedicated *People Focussed Safety* culture.

A *People Focussed Safety* culture commits to the health, safety and wellbeing of staff, volunteers and other persons, through the provision of a dynamic and comprehensive Health and Safety Management System (HSMS). The HSMS provides for proactive safety initiatives, early injury management practices with a strong focus on a safe and durable return to work.

The provision of a Health and Safety environment within Townsville HHS is everyone's responsibility.

Safety and Quality

Relevant to the position, participate in the ongoing education, implementation, monitoring and evaluation of safety and quality initiatives relevant to *The National Safety and Quality Health Services Standards and the Australian Council on Healthcare Standards (ACHS) Evaluation and Quality Improvement Program (EQulP)*.

For more information in regards to Work Health and Safety Accountabilities within the Townsville HHS please review [Workplace Health and Safety Act 2011 - Part 2, Health and Safety Duties](#).

Mandatory qualifications/ professional registration/ other requirements

- **Vaccine Preventable Disease (VPD):** Health Care Workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluids are required to provide evidence of vaccinations or proof that they are not susceptible (due to prior exposure to the disease and therefore have natural immunity) to the following VPD's Hepatitis B, Measles, Mumps, Rubella, Varicella and Pertussis (diphtheria, tetanus and pertussis containing vaccine) according to the Queensland Health Policy.
- Under s25 of the Anti-Discrimination Act 1991, there is a genuine occupational requirement for the incumbent to be indigenous to the Aboriginal or Torres Strait Islander community.

How you will be assessed

You will be assessed on your ability to demonstrate the following key requirements, knowledge and experience which is outlined under 'The role'. The ideal applicant will be someone who has proven ability and can demonstrate the following:

- Willing to complete a Certificate III in Business under a traineeship within 12 months of commencement.
- Demonstrated ability to work autonomously, as well as part of a team environment.
- Computer literacy skills with varied programs including MS Word, MS Excel, MS Outlook
- Effective communication and interpersonal skills, including the ability to liaise effectively with staff and clients using tact and discretion and maintaining confidentiality.
- An understanding of, or an ability to acquire knowledge of, human resource management issues including Workplace Health and Safety, Equal Employment Opportunity and Anti-Discrimination legislation as applied in the working environment.

Your Application

Please provide the following information to the panel to assess your suitability:

- Your current CV or resume, including referees. You must seek approval prior to nominating a person as a referee. Referees should have a thorough knowledge of your work performance and conduct, and it is preferable to include your current/immediate past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.
- A short response (maximum of two pages) on how your experience, abilities, knowledge and personal qualities are relevant for the role, taking into account the key responsibilities and key attributes of the position.
- You must also supply with your application a Confirmation of Aboriginality form
- Applications will remain current for 12 months after they have been submitted

- Future vacancies of a similar nature throughout the Townsville Hospital and Health Service may also be filled through this recruitment process.

Once completed, your application should be submitted online – visit www.smartjobs.qld.gov.au. If you have difficulties please contact Recruitment Services on 1300 193 156.

About the Townsville Hospital and Health Service

The Townsville Hospital and Health Service (HHS) is responsible for the delivery of healthcare services, education and research to a population of approximately 250,000 people. The Townsville HHS provides a large continuum of healthcare services, from advanced highly specialised tertiary-level healthcare at Townsville University Hospital, to secondary and primary-level hospital and community healthcare across the region. The Townsville HHS comprises 20 health facilities, including Townsville University Hospital, which serves as the tertiary referral hospital for the whole of northern Queensland.

The Townsville HHS is the largest tertiary health service in northern Australia. The Townsville University Hospital provides, complex, high level services across a wide range of specialities including cardiothoracic, neurosurgery, adult and paediatric ICU, general surgery, medicine, radiation and medical oncology, transplant haematology, paediatrics, obstetrics and neonatology to the North Queensland region. Uniquely, Townsville University Hospital is the only tertiary facility in Queensland to offer all of these services within the one hospital.

In addition to Townsville University Hospital, the Townsville HHS delivers clinical services in eight locations over 149 500 square kilometres. Our services include rural hospitals, health centres, multi-purpose health services, mental health rehabilitation, clinics and aged cared, supported by our innovative telehealth services.

The Townsville University Hospital facility is located adjacent to one of Queensland’s leading tertiary education facilities, James Cook University. We are a major provider of undergraduate/postgraduate clinical placements and education across all health services and disciplines. James Cook University and Townsville Hospital and Health Service collaborate to conduct research within the organisation making a substantial contribution to the development of research and education policy.

Our Vision: To be the leader in health care, research and education for regional Australia

Our Purpose: To deliver excellent care, research and education to improve the health of people and communities of northern Queensland

Our Values:



Integrity



Compassion



Accountability



Respect



Engagement

Please visit our website for additional information about the [Townsville Hospital and Health Service](#)

Additional Information

- Pre-employment screening, including criminal history, aged care checks, and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services to children will require a ‘working with children check’ from the Blue Card Services Department of Justice and Attorney-General prior to appointment, unless otherwise exempt.
- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details [Lobbyist Disclosure](#)

- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the [Workers' Compensation and Rehabilitation Act 2003](#)
- In accordance with Government requirements and Queensland Health's commitment to a healthier workplace the Queensland Health Smoking Management Policy supports a smoke-free environment. Smoking is prohibited at all Queensland public hospitals and health facilities and for five (5) metres beyond their boundaries. Queensland Health employees may obtain assistance to quit smoking through staff program *Quit Smoking for Life* program. Information is available at [Quit smoking.....for life!](#)

Organisational Chart

