

Position Description

Position title	Executive Assistant
Status	Full time
Location	Eight Mile Plains
ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN	
<p>Brisbane South PHN puts people at the heart of health care. We specialise in person-centred, place-based health system reform that delivers meaningful change and sustainable results. We are partnering to build a health and wellbeing system in which every person in the Brisbane south region, especially those with the greatest need, is supported to live well and experiences care that is connected, high quality and easy to access - our vision is 'the best possible health and wellbeing for every person in the Brisbane south region'.</p> <p>In addition, our values - Courage, Integrity, Purpose, Respect, Synergy - shape the way we work with our stakeholders and with each other.</p> <p>Our purpose in partnering to build a health and wellbeing system in which every person in the Brisbane south region, especially those with the greatest need, is supported to live well and experiences care that is connected, high quality and easy to access.</p> <p>Brisbane South PHN supports the primary health sector in a number of ways.</p> <ul style="list-style-type: none"> • Through careful analysis, consultation and planning, we help to identify and address health needs and service gaps. • We share knowledge and information with and throughout our network. • We work directly with general practitioners, allied health professionals and health care organisations. • Our services include sharing of information, digital solutions and workforce education and training, so health service providers can be better placed to deliver care to patients, keeping them healthy and out of hospital. • Through our partners and contracted providers we commission the delivery of services for our region's most vulnerable people, including those in need of mental health, drug and alcohol and other support services 	
POSITION OBJECTIVE	
<p>The objectives of this position are to:</p> <ol style="list-style-type: none"> 1. Provide high quality executive support to the General Manager/s involving the provision of confidential secretarial and administrative support that assists with the achievement of business objectives. 2. Ensure activities focus on the achievement of program goals and contribute to the realisation of the Brisbane South PHN vision. 	
Accountability	This position reports to the Quality Assurance, HR & Administration Manager
Direct reports	Nil
Budget	Nil
Delegated Authority	As per approved Brisbane South PHN delegations

Position Description

KEY RESPONSIBILITIES

- Ensure the provision of professional and confidential executive support through the establishment and operation of processes which enable the General Manager/s to operate as efficiently and effectively in meeting their various obligations and responsibilities including but not limited to:
 - Diary and travel management;
 - Coordinates requests and manages correspondence administration including drafting responses to relevant correspondence and preparing briefing packs, reports and papers;
 - Acquittal of General Manager/s monthly credit card expenditure
 - Manage meeting schedules, agendas, minutes and following-up outstanding matters to facilitate timely completion;
 - Document management and filing.
 - Effective liaison with direct reports of General Manager/s to ensure agreed priorities and processes are progressed as required
- Establish and maintain positive and productive relationships with internal and external stakeholders when acting on behalf of the General Manager/s, including resolution of issues in accordance with deadlines and commitments.
- Provide secretariat support where required to governance and working groups within the organisation including the scheduling, minute taking and action tracking of these meetings
- Undertake specific projects to support the functioning of the department of the General Manager/s.
- Ensure the role is discharged with appropriate regard to the confidentiality required for the position.
- Operate autonomously and take the initiative as required in day-to-day support of the work of the General Manager/s. Work collaboratively across the organisation to ensure that matters of importance are highlighted with the General Manager/s as appropriate.

CAPABILITIES AND COMPETENCIES

Brisbane South PHN has a Capability and Competency Framework aligned to the Strategic Framework, Vision, Purpose and Values. The expected capabilities, competencies and success behaviours for this position are described in the Framework in the role group: **Team member, Support**.

Additional competency required for success in this position is:

- **Team Leader, Senior Officer, Coordinator** – Personal Leadership

SKILLS, EXPERIENCE AND QUALIFICATIONS

- Excellent interpersonal and written communication skills, with demonstrated experience in creating agendas, minutes, reports, correspondence and project documentation to a professional standard
- Demonstrated ability to plan, meet deadlines and prioritise complex workloads while working autonomously, and to be flexible in a changing teamwork environment
- Significant experience in initiating, prioritising, negotiating, organising, and completing tasks in a complex and busy environment with minimal supervision as well as the ability to respond with discernment to changing priorities.
- High level of professionalism, judgement and problem solving commensurate with role. Able to escalate matters appropriately and maintain a high level of confidentiality.
- Highly organised with an ability to balance conflicting priorities and work to agreed deadlines and commitments.
- Ability to show initiative and anticipate the requirements of the General Manager/s with a strong attention to detail and quality of work
- Advanced knowledge and experience in the Microsoft Office suite including MS Teams and OneNote and customer relationship management (CRM) systems.
- Proven capacity to work autonomously and as part of a team.
- Tertiary qualifications in business or related field desirable.

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- Current driver's licence
- Positive National Police Check
- Knowledge of the primary healthcare industry or the ability to acquire that knowledge quickly is highly regarded

To comply with the *Workers in a healthcare setting (COVID-19 Vaccination Requirements) Direction, Public Health Act (2005) Qld*, it is a mandatory requirement that all Brisbane South PHN employees have had the prescribed number of COVID-19 vaccination doses before they can commence employment.

Manager's Signature		Date
Manager's Name		
Employee's Signature		Date
Employee's Name		