

POSITION DESCRIPTION

POSITION TITLE:	Administrative Assistant (Rosters)
ORGANISATION DIVISION:	Clinical Services
EMPLOYMENT TYPE:	Part time (0.6 EFT)
WORK LOCATION:	Carlton
RESPONSIBLE TO:	Head of Clinic Operations and Support Services
OTHER BENEFITS:	Salary Packaging
DATE LAST REVIEW:	December 2020
APPROVED BY:	Director of Clinical Services

1. THE AUSTRALIAN COLLEGE OF OPTOMETRY

The Australian College of Optometry's (ACO) Vision is to achieve world leading eye health outcomes for all and its Mission is to improve the eye health and well-being of communities through innovation, partnership and leadership in:

Clinical optometry services - providing high quality public health eye care for communities in need and leading best practice;

Research - undertaking high impact internationally recognised research to improve the understanding of vision science and eye care; and

Education - providing best practice clinical learning pathways for optometrists from pre-registration through to professional practice.

The ACO's work is led by the following values and principles:

- We deeply *care* about eye health;
- Everything we do drives this *purpose*;
- Mutual *respect* guides our expectations;
- We foster excellence through *collaboration* with our patients, partners and teams;
- Our commitment to *innovation* pushes us to question and find better ways;
- We *deliver* what we promise to patients, partners and each other.

2. POSITION SUMMARY

The Administrative Assistant (Rosters) will be responsible for the creation and publication of clinical staff rosters in the Division of Clinical Services of the ACO. They will work with the Head of Clinic Operations and Support Staff, and alongside daily operational staff, to ensure clinical staff rosters are accurate, support the clinical interests of staff and meet the needs of the ACO.

The position requires the ability to support the needs of the different areas of the clinic. This position includes general day-to-day administrative activities in support of the Clinical Services Division as required.

3. KEY RESPONSIBILITIES

The Administrative Assistant (Rosters) will be responsible for assisting in a range of activities including:

- Preparation and publication of clinical services staff allocation roster in a timely fashion;
- Updating of prepared rosters to support daily changes and meeting requests to ensure timesheets accurately reflect clinical activity;
- Support daily managers and other rostering process in the clinic;
- General administrative duties, including photocopying, purchase orders, scanning, filing and other administrative tasks

4. SPECIAL REQUIREMENTS

Nil.

5. JOB COMPLEXITY, SKILLS AND KNOWLEDGE

This position reports to the Head of Clinic Operations and Support staff or other staff as delegated.

The incumbent will work closely with other members of the Clinical Services team and support the work of the Division.

The position is privy to a wide range of confidential information with regard to patients and staff; a high level of confidentiality must be maintained at all times.

5.1. Level of Supervision/Independence

Work will be carried out under minimal supervision. Direction is provided on tasks to be undertaken with an opportunity to identify areas for improvement. The incumbent must be able to work without supervision and is expected to take responsibility for outcomes

5.2. Problem Solving and Judgement

The incumbent will be expected to have problem solving skills and sound professional judgment. Some activities involve routine work but may involve some situations where they need to use a good level of judgement to solve problems and prioritise work.

5.3. Professional and Organisational Knowledge

The incumbent must be able to develop a sound working knowledge of relevant policies and procedures.

5.4. Resource Management

Equipment, workstations and daily resources are to be maintained and managed efficiently.

5.5. Breadth of the Position

The position requires a good level of communication with other staff in order to provide a quality service.

6. OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL HEALTH AND SAFETY RESPONSIBILITIES

All ACO staff are responsible for the following safe work procedures and instructions in accordance with OHS and EHS legislation:

- Complying with OHS and EHS policies and procedures manuals
- Taking responsible care for the health and safety of self and others
- Ensuring that any hazardous conditions, near misses and injuries are reported immediately to a supervisor
- Seeking guidance for all new or modified work procedures
- Participating in meetings, training and other health and safety activities
- Wearing personal protective equipment as provided
- Using equipment in compliance with relevant guidelines, without wilful interference or misuse
- Adopting work practices that support OHS programs

7. KEY SELECTION CRITERIA

Qualifications

- Completion of year 12 or an equivalent combination of relevant experience and/or education/training.

Knowledge, Experience and Skills

- Competency in MS Office suite (Word, Excel, Outlook and PowerPoint);
- Efficient word processing and data entry skills;
- Sound organisational and time management skills;
- Accuracy and attention to detail;
- Self motivated individual who demonstrates initiative with a can-do attitude;
- Able to work independently within established procedures and routines, seeks to improve work processes, willing and able to accept change;
- Sound communication skills both written and verbal;
- Able to work in a team environment, displays a co-operative, supportive attitude towards others at all levels. Willing to help out others and do menial tasks;
- Excellent interpersonal skills, builds and maintains positive working relationships with a broad range of people;
- Sets a fast pace and remains calm and effective under pressure;
- Reliable and trustworthy - meets commitments and maintains confidentiality;

Organisational Relationships

Reports to: Head of Clinic Operations and Support staff

Supervises: No direct reports

Internal Liaisons: Director of Clinical Services and
Head of Community and Outreach Eye Care Services
Head of Teaching and Quality
Head of Primary and Specialist Eye Care Service
All Clinical Services staff
Accounts and Finance Team

External Liaisons: Nil

OTHER RELEVANT INFORMATION

Employment Screening

The ACO employs staff who come into contact with children, elderly and vulnerable people. We are committed to protecting and not placing at unreasonable risk vulnerable people, members of the communities we serve and our employees.

Employment for all positions is conditional on a satisfactory National Police Check valid for working with Children/Vulnerable Groups. Police checks must be renewed every three years.

International Police Checks are required from prospective employees who have worked overseas for 12 months or more in the last 10 years.

Employment in this role is conditional on a satisfactory Working with Children Check. Working with Children checks must be renewed every five years.

Pre-employment Medical Check

For specific positions where there are particular physical demands a pre-employment medical check with your Medical Practitioner would be required.

Privacy Notification

We collect this personal information for the purpose of processing and considering your application for employment and its use is consistent with requirements of the Information Privacy Act 2000. All unsuccessful applications are retained for six months then securely destroyed.

Diversity

The Australian College of Optometry is an Equal Opportunity Employer. We welcome applications from people with the widest possible diversity of background, culture and experience. The ACO encourages and welcomes the interest from Aboriginal and Torres Strait Islanders for roles within the organisation.