

Position Description

Position Title:	Computer Clerk - Switchboard
Reports to:	Team Leader – Customer Services
Department:	Customer Service operations
Directorate:	Finance, ICT & Information Services
Cost centre:	R1552
Code & classification:	Grade 1A (HS1A) or Grade 1 Levels 1 - 5 (HS1; HS14 - HS17)
Employment conditions:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

Switchboard Services are an integral part of GV Health and provide vital communication within all sites. The Switchboard Operator is responsible for ensuring high quality and efficient services including answering internal and external calls, utilising the paging system, updating the database, instigating Emergency Procedures and updating the switchboard database as required. This position amongst others is responsible for promoting GV Health as a quality regional health service provider.

The Switchboard is staffed 24 hours a day, 7 days a week and it is expected that staff are available to be rostered on a 24 hour, 7 day rolling roster. Staff must work public holidays when rostered and be available to assist in covering leave.

All staff at GV Health will be required to assist in the training of new staff members. This will aid in the continuity of service within GV Health.

Shift Hours			
Switchboard	7.45 – 16.15	16.00 – 22.15	22.00 – 8.00

All staff at GV Health will be required to assist in the training of new staff members. This will aid in the continuity of service within GV Health.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to the following:

The Switchboard Operator is responsible for:

- Provide an efficient and courteous response to all telephone calls (using best practice techniques), and redirect calls appropriately
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist in the day to day requests on the Switchboard including, pager management and updating the Switchboard Database
- Assist with compiling of on call rosters as required
- Utilise overhead paging as required and ensure all overhead pages are clear, understandable and appropriate
- Work harmoniously with other team members to achieve service delivery excellence and achieve team goals.
- Ensure all customer contacts including enquiries are responded to and completed in a courteous and timely manner
- Maintain confidentiality at all times
- Operate and maintain Hospital data on the Switchboard Consoles, paging systems and the two way radio
- Monitor all Emergency Codes efficiently as per procedures
- Report to relevant helpdesks regarding Switchboard and equipment malfunctions
- Report any issues or concerns to the Manager – Health Information Systems as soon as possible
- Monitor Emergency Alarms when applicable
- Collate paperwork, review data and update systems as required by the Manager – Health Information Systems
- Ensure follow up of all queries, issues or concerns with the Manager - Health Information Systems in a timely manner
- Carry out duties as per the relevant duty routines

KEY SELECTION CRITERIA

Essential:

- A commitment to Goulburn Valley Health values: compassion, respect, excellence, accountability, teamwork and ethical behaviour
- Previous experience in a customer service role
- Demonstrated experience of working with computer systems including using a computerised patient management system (e.g. VITAL)
- Experience using a NEC Switchboard or in Health Information Systems
- Demonstrated ability to organise tasks and environment with minimal supervision and under conditions of competing demands
- Ability to work effectively as part of a team and to be flexible within a multi-disciplinary team environment
- Ability to be courteous and demonstrate respectful behaviour in all interpersonal interactions

- Capacity to interact professionally with staff and consumers and maintain high levels of confidentiality and patient privacy
- Evidence of immunisation against Influenza
- Satisfactory National Criminal History Check prior to commencement of employment
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment

Desirable:

- Certificate III in Business Administration or equivalent
- Experience and/or knowledge of the services offered by GV Health
- Ability to meet deadlines and provide timely information

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful achievement of:

- Attendance and active participation in the development of the department services, including participation in team meetings, relevant working parties, and committees as required and assist with the training of new staff.
- 100% compliance with training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process
- Positively promote the organisation both internally and externally
- Work in a flexible manner and perform additional duties as required, as defined appropriate by the Manager - Health Information Systems and within the capabilities of the person at the time.
- GV Health expects staff to conduct themselves in such a way that they abide by organisation policies and always act in the best interest of the organisations.

ALL GV HEALTH STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;

- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children’s Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Finance, ICT & Information Services	Computer Clerk - Switchboard
Reviewed by:	Team Leader – Customer Service Operations
Issue Date:	April 2026

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The **Goulburn Valley Health Strategic Plan 2024-2026** provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)