

# Position Description

<b>Position Title:</b>	Administration Officer
<b>Reports to:</b>	Infection Prevention and Control Consultant
<b>Department:</b>	Infection Prevention and Control
<b>Directorate:</b>	Clinical Operations
<b>Cost centre:</b>	P0152
<b>Code &amp; classification:</b>	Grade 2 Level 1 - 4 (HS2, HS18-HS20)
<b>Employment conditions:</b>	I Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2021 - 2025 and its successors and GV Health Policies and Procedures (and as varied from time to time)

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**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).

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## POSITION SUMMARY

The Infection Prevention and Control (IPaC) Department delivers and monitors the Goulburn Valley Health (GV Health) Service Infection Prevention and Control Program. The Administration Officer, under the direction of the IPaC Consultant, is responsible for administration tasks and duties to support IPaC Consultants and Nurses, manages the office and coordinates the administrative functions that support the work of the IPaC Department. The Administration Officer works closely with the IPaC team and key stakeholders to provide an integrated service wide IPaC response and successfully deliver the GV Health IPaC Program

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to**

- Provide timely, appropriate and accurate administrative support to the IPaC Department.
- Perform all reception and phone management tasks.
- Prepare meeting agendas and take minutes for key committees.
- Manage purchasing and product order requests including processing invoices as required.
- Assist with ad hoc work such as promotional and campaign events.
- Assist with administrative tasks to support infectious disease outbreaks management
- Assist in performing data entry for multiple IPaC programs including surgical site surveillance and staff influenza vaccination campaign.
- Ensure accurate data entry into relevant electronic systems, including but not limited to: e-Recruit, RosterOn, Oracle, VICNISS, Australian Immunisation Register (AIR).
- Assist in audit coordination, performance, monitoring and reporting as required.
- Interacting professionally, maintaining high levels of confidentiality and patient privacy, and providing a high-quality service to internal and external consumers and adding value to GV Health
- Assist with quality improvement projects and change management as required.

- Maintain professional and collaborative relationships with all levels of staff
  - Demonstrate awareness of confidentiality and patient privacy principles regardless of mode of communication i.e. written, verbal or electronic, in accordance with statutory requirements and GV Health policies
  - Provide a high-quality service to internal and external consumers that reflects best practice and adds value to GV Health. In particular by fostering a positive, accessible culture, aimed at enhancing and highlighting the importance of effective infection control practice.
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## **KEY SELECTION CRITERIA**

### **Formal Qualification(s) and Required Registration(s):**

#### **Essential:**

- Certificate or Diploma in Business or similar, OR equivalent experience
- A minimum of 3 years' experience in a relevant administration role in an office environment with a strong customer service orientation
- High-level computer skills including data entry accuracy, management of electronic databases and competency in a Microsoft environment including Excel, Word and Outlook applications.
- Demonstrated skills and experience in providing high-quality and well organised electronic scheduling, data management and filing.
- Excellent communication, listening and interpersonal skills with an ability to work professionally with all levels of staff and members of the public.
- Demonstrated ability to work unsupervised and within a small team environment.
- Demonstrated excellent time management skills and the ability to quickly adjust workloads in order to meet deadlines or address emerging high priority issues.
- Highly developed interpersonal, complex problem solving, written and verbal communication skills, including the ability to initiate and maintain effective professional relationships

#### **Desirable:**

- Experience working within a health care setting
  - Knowledge of medical terminology
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## **KEY PERFORMANCE INDICATORS**

### **Your performance will be measured through your successful:**

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Attendance and active participation at meetings as required.

- Accurate and timely data collection and reporting.
- Ability to prioritise and satisfactorily meet set tasks, within the allocated timeframe, in an autonomous manner.

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### **AT GV HEALTH ALL STAFF ARE REQUIRED TO**

- Demonstration of GV Health values and behaviours, being a role model for living the values, 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;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health 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;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- 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 the 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;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of 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 Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

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### **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 The 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.

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<b>Clinical Operations</b>	<b>Infection Prevention and Control Senior Consultant/Manager</b>
<b>Reviewed by:</b>	Pamela Boon
<b>Issue Date:</b>	January 2025

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## 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](#)