



Who are we?

The District Nurses (TDN) has been delivering in home community health care to Tasmanians for over 120 years maintaining a primary healthcare focus in all our services. We are a not for profit, charitable organisation that is not affiliated with any residential age care service or religious organisation.

Our Purpose “Committed to Care” reflects our overarching intent which is to provide the right care to the right client at the right time in a manner which is consultative and inclusive of all our clients, their families and carers.

Our services utilise a wellness approach which builds on the strengths and capacities, abilities and goals of clients and places emphasis on the supports necessary to regain or retain these abilities. Our services aim to maximise client independence and autonomy and also maintain or improve health and wellbeing.

The District Nurses deliver services through the Commonwealth Home Support Program (CHSP) and Home Care Packages Program (HCP), the Home and Community Care Program (HACC), the Department of Veterans Affairs (DVA) Nursing and Home Care, the NDIS program, and private brokerage contracts.

Executive Assistant to the CEO

The Executive Assistant provides comprehensive, high quality executive support to the Chief Executive Officer (CEO) and the Executive Management Team (EMT). You will be experienced in the management of the office of a senior executive and be able to demonstrate the capacity to effectively support a Board and related committees. You will use your high level interpersonal and communication skills to interact with staff and consumers at all levels and will handle sensitive situations with diplomacy and confidentiality.

You will demonstrate initiative, adaptability, flexibility, self-motivation, common sense and attention to detail, together with the ability to manage a variable workload in a confidential environment of shifting priorities.

What we offer

The District Nurses offers a supportive and flexible work environment supported by our values of Commitment, Equality, Trust, Versatility, Excellence and Transparency. We support and encourage personal and professional growth and a healthy work-life balance. In 2017, The District Nurses was inducted to the Tasmanian Employer of Choice Honour Role.

The Application Process

Applications for the role of Executive Assistant to the CEO will only be accepted via SEEK.

Applications must include a current resume and a document addressing the selection criteria that are outlined in the Position Descriptions which can be obtained from The District Nurses website <https://thedistrictnurses.org.au/careers/>

Applications close at 4pm on Friday 13 December 2019.

For a confidential discussion regarding this role, please contact Sally Faulkner, Chief Executive Officer on (03) 6208 0500 or 0417 582 065 or sfaulkner@thedistrictnurses.org.au

POSITION DESCRIPTION



Position Title:	Executive Assistant
Award:	Hobart District Nursing Service Inc. Non-Nursing Agreement 2018
Classification:	Level 8 (Admin)
Reporting to:	Chief Executive Officer
Date Approved:	25 November 2019
Approved By:	Chief Executive Officer

ORGANISATIONAL PURPOSE

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OUR VISION AND VALUES

Our vision is to be Tasmania's most trusted community healthcare provider.

We adhere to the following values in our day to day operations:

- Commitment
- Equality
- Trust
- Versatility
- Excellence
- Transparency

POSITION OBJECTIVES

To provide comprehensive, high quality executive support to the Chief Executive Officer (CEO) and the Executive Management Team (EMT).

KEY RESPONSIBILITIES

The Executive Assistant is required to operate with general direction and supervision, and with reference to establish protocols and procedures requiring initiative and the use of judgment, sensitivity and discretion.

The Executive Assistant is responsible for:

- Exercising initiative, judgement, sensitivity and discretion in undertaking all tasks;
- The provision of an efficient secretarial and administrative service;
- The coordination of a range of information including the preparation of highly confidential documents;
- Undertake projects specific to the advancement of the organisation.
- Planning the effective schedule of appointments for the CEO, weekly and in advance;
- Shifting priorities are a feature of this role. Work is often undertaken in a strictly confidential environment.
- Ensure that all Board and executive administrative processes are carried out in accordance with best practice governance processes and legislative requirements
- Be aware of and work in accordance with TDN policies and procedures, including Confidentiality and Privacy.
- Act as the Membership Secretary for The District Nurses.
- Compilation of statistical information.

OTHER RESPONSIBILITIES

- Provide high level confidential executive and administrative support to the Chief Executive Officer and the EMT including the management of the appointment diary (CEO only), travel arrangements and word and data presentations using a wide range of office software products.
- Review correspondence received by the CEO, prioritise responses, research information and draft return correspondence as required.
- Undertake research and report on a range of executive and administrative issues.
- Exercise interpretive skills and be methodical in carrying out the duties of the position and have an eye for detail.
- Develop sound working relationships that are customer focused and responsive.
- Operate and maintain information electronically contributing to the efficient and effective workflow and sharing of information across the organisation.
- Attend Board, Board Sub-Committees (Audit & Risk and Quality & Safety), Consumer Advisory Group, Executive and other meetings as required, arrange background papers, draw up agendas, prepare and collate background / briefing material and take minutes.
- Monitor action items arising from meetings. Ensure relevant progress comments are accurate and align with reporting requirements.
- Contribute to the development, implementation and ongoing review of the quality management program, including information management.
- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

KEY BEHAVIOUR REQUIREMENTS

All TDN employees must abide by the TDN *Code of Conduct*. In addition to this, employees will undertake their duties in a manner that supports the Organisation's mission and values through demonstrating:

- **Integrity:** Honesty, open and transparent, admit mistakes, maintain confidentiality, fairness, builds trust
- **Compassion:** Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs
- **Accountability:** understands roles, uses resources wisely, delivers on time, timely decision making, achieves goals, takes responsibility for performance
- **Respect:** Builds relationships, courteous, listens and understands, gives and receives, provides feedback, sensitivity and understanding, values difference and individual worth
- **Excellence:** Supports creativity and innovation, proactive and solution focused, seeks out opportunities, embraces quality improvement, professionalism.

ORGANISATIONAL RELATIONSHIPS

Reports to: Chief Executive Officer

ESSENTIAL REQUIREMENTS

Evidence of the following must be provided prior to appoint to the position:

- National Police Conviction Check
- Vulnerable Person Check
- Pre-employment Medical

SELECTION CRITERIA

1. Demonstrated capacity to support a Board and related committees, and to manage the office of a senior executive, including the ability to prioritise, interpret and analyse information and recommend or decide on appropriate action within a senior management environment.
2. Proven skills and experience in project work, including analytical, organisation and investigative skills, together with the ability to think critically and solve problems.
3. Proven high level interpersonal skills with the ability to interact and liaise with staff and consumers at all levels, the ability to handle sensitive situations with diplomacy and confidentiality, the ability to elicit and impart information in a short time frame, and to maintain a high level of confidentiality.
4. Highly developed administrative and information management skills, in particular the ability to use a range of software products (including but not limited to Microsoft Office – Excel, Word, Powerpoint, Visio) and to initiate system and procedural enhancements and improvements.
5. Personal attributes of initiative, adaptability, flexibility, self-motivation, commonsense and attention to detail, together with the ability to manage a variable workload in a confidential environment of shifting priorities.

WORKING ENVIRONMENT

TDN is committed to providing the highest levels of healthcare and services, and values equity and diversity with a zero-tolerance policy on discrimination. We also value initiative, flexibility, creativity, teamwork, our code of conduct, workplace health and safety, performance management and development and the capacity to make a difference.

TDN is a smoke free environment with smoking also prohibited in our vehicles.

Safe Practice and Environment (SPE)

The primary responsibility for implementing safe work practises and maintaining a safe working environment lies with management. Employees also have responsibilities in regard to SPE. These include:

- Taking responsibility for one's own health and safety
- Looking out for the safety and welfare of your colleagues
- Follow safe work practises and use personal protective equipment (PPE)
- Comply with organisational SPE and Risk Management policies and procedures.
- Participate in SPE training
- Report hazards and accidents / injuries
- Support other Managers in their SPE responsibilities.

PHYSICAL REQUIREMENTS OF THE POSITION

Applicants must successfully complete an Occupational Health Assessment prior to commencing employment at The District Nurses. Employees have an obligation to report any deviation from the assessed results during the course of their employment. Inability to functionally perform the duties as stated in this position description may result in termination of employment.

The functional requirements of this position include:

Condition/Activity	constant	frequent	occasional	N/A
Manual handling – weights above 10kg			X	
Manual handling – weights below 10kg			X	
Manual handling frequency			X	
Repetitive manual work			X	
Working with arms above head				X
Lifting above shoulder height				X
Using hand tools – (powered)				X
Wearing hearing protection				X
Wearing eye protection				X
Wearing gloves (personal protective)				X
Working in wet/slippery conditions				X
Working with chemicals/solvent/detergents				X
Washing hands with soap				X
Working in confined places				X
Performing clerical/administrative duties		X		
Working on a keyboard		X		
Driving fleet vehicles (manual and automatic)				X
Driving on suburban and rural roads, highways (sealed and unsealed roads)				X
Driving at night				X
Wearing polyester clothing				X
Exposure to animals				X
Exposure to environments whereby people have been smoking				X

DECLARATION

In signing this declaration, I acknowledge that I, _____ have been advised of the requirements and conditions of this appointment based on this Position Description.

Signed: _____
Employee

Date: _____

Signed: _____
Manager

Date: _____