

Reference Number 10447  
Position Title Administration Officer (Targeted Position)  
Employment Type Permanent Full Time  
Department Xavier 8 South  
Location  
Enterprise Agreement The Named NSW (Non-Declared) Affiliated Health Organisations' Health Employees Agreement 2009  
Position Grade ADM20 - Admin Officer Level 2  
Salary \$51,656.78 to \$53,477.82



### Position Summary

vacancy exists in the above unit for a highly motivated Ward Administrative Officer with appropriate knowledge and skills to join our friendly, happy and supportive team. Our progressive and innovative team offers development opportunities for our staff and a caring environment for the delivery of high quality patient centred care. The successful applicant(s) will be expected to be able to provide high quality administrative and clerical support to meet the needs of patients and staff on Xavier Level 8.

This position will require flexibility to work both weekdays and weekends, with flexibility to work mainly ten (10) hour or eight (8) hour shifts. The role will incorporate a rotating roster alongside and in conjunction with two other administrative officers on Xavier level 8.

This is a Targeted position in accordance with Policy Directive (PD2016\_053) NSW Health Good Health - Great Jobs: Aboriginal Workforce Strategic Framework 2016 – 2020. Priority is given to suitable Aboriginal and/or Torres Strait Islander applicants who meet the selection criteria. Confirmation of Aboriginality will be required.

The vacancy is open to Australian citizens, New Zealand citizens who hold a valid New Zealand passport, Australian permanent residents and those non-residents deemed by the Department of Immigration and Citizenship to be eligible to work in Australia only.

### Application Instructions:

St Vincent's Health Network Sydney is committed to reconciliation and encourages Aboriginal & Torres Strait Islander people to apply for all advertised positions.

All applicants are required to address the Selection Criteria in their application and should include two referees in their application. Please address your application to the Contact Person listed.

### About St Vincent's Health Network Sydney:

St Vincent's Health Network Sydney is made up of three public hospitals, St Vincent's Hospital Sydney, Sacred Heart Health Service and St Joseph's Hospital at Auburn. We are part of St Vincent's Health Australia, the largest diversified health care organisation within Australia's not for profit Catholic health care sector. As a Catholic health and aged care service provider, our mission is to bring God's love to those in need through the healing ministry of Jesus, with a commitment to those who are poor and vulnerable.

### Selection Criteria

- Personal integrity and demonstrated commitment to the Philosophy, Mission and Values of Mary Aikenhead Ministries
  - Demonstrated advanced computer literacy with email and an electronic patient record system
  - Effective written and verbal communication and effective interpersonal skills and ability to maintain effective and professional working relationships with management, nursing and medical staff and other internal and external stakeholders.
  - Demonstrated effective time management skills and ability to prioritise competing workloads with in a complex environment
  - Proven ability to problem solve and effective conflict resolution
- Desirable: Experience in a similar role.
- Demonstrated commitment to ongoing professional development

Contact Person Anna Rudd  
Contact Number (02) 8382 2443  
Closing Date 26/02/2017

For further information and to submit an application, please visit our website:

<https://stvincentshealthnetworksydney.mercury.com.au/>