

Administration Support Officer Location: Orange

Part Time Maximum Term Contract to 30 June 2021

About Western NSW Primary Health Network (WNSW PHN)

The WNSW PHN is one of 31 Primary Health Networks across Australia established by the Australian Government to support frontline health services. Our focus is to increase the efficiency and effectiveness of primary health care, ensuring people receive the right care in the right place at the right time. To achieve this, we work closely with general practice, other health care providers, Local Health Districts, hospitals and the broader community to align services with the health needs of the region.

The Role

This position undertakes administration support duties for the Western Health Alliance Ltd (WHAL) trading as Western NSW Primary Health Network (WNSW PHN), in the Orange Office. The position reports to the Administration Coordinator and works collaboratively with other WNSW PHN staff.

Benefits to working with WHAL

We pride ourselves on being supportive and flexible and offer a great range of benefits including:

- Generous salary packaging options up to \$18,450 per year
- Professional development allowance and leave
- Family friendly and flexible working arrangements
- Supportive team environment
- Collaboration with passionate likeminded professionals
- 5 weeks annual leave
- Option to purchase an additional 2 weeks leave or cash out 2 weeks
- Additional leave between the Christmas and New Year period
- 6 weeks paid parental leave
- Opportunities to be innovative
- Free Employment Assistance Program

How to apply

For an outline of responsibilities, position description, selection criteria and information on how to apply, please refer to the Employment tab in the 'About Us' section of our website www.wnswphn.org.au/about-us/employment

WHAL is committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people.

PLEASE NOTE:

The selection criteria as outlined in the position description must be addressed as part of your application.

Applications close 9am Monday 29th October 2018