

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service needs.

Health NZ is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Position Title:	Personal Assistant, Child Health	
PA to:	Chief of Child Health Clinical Director, Paediatric Medicine Clinical Director, Children's Haematology and Oncology Nursing Director, Women's and Children's Health	
Reports to:	Service Manager Women's and Children's Health	
Key Relationships/ Customers:	Internal: <ul style="list-style-type: none"> • Personal Assistant, General Manager - The Personal Assistant to the General Manager provides a professional supervisory role to Personal Assistants of Senior Managers on the Christchurch Campus • Chief of Child Health • Clinical Directors, Child Health • Child Health Senior Medical Officers • Senior Registrar • Finance Department ▪ Nursing Director, W&CH ▪ Women's and Children's Health Team 	External: <ul style="list-style-type: none"> • Staff of Paediatric Department University of Otago, Christchurch ▪ Employees at other Health NZ districts e.g. Business managers and PAs • Suppliers of goods and services • Health consumers and their families, Patient Advocacy, volunteers • Health and Disability Commissioner • Canterbury DHB travel provider
Organisational Vision:	<ul style="list-style-type: none"> • Health New Zealand's vision is to promote, enhance and facilitate the health and wellbeing of the people of the Canterbury District. 	
Organisational Values:	<ul style="list-style-type: none"> • Care & respect for others • Integrity in all we do • Responsibility for outcomes 	

Role Purpose:	<ul style="list-style-type: none"> • To provide professional administrative and organisational support to the Chief of Child Health, Clinical Directors and Nursing Director of Child Health. • To provide service administration support
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KEY ACCOUNTABILITIES:

Provide confidential administrative support to the Chief of Child Health, Clinical Directors and Nursing Director of Child Health

- Diary management – scheduling of appointments and co-ordination of all meetings.
- Answering telephone calls and emails and dealing with issues as they arise in the Manager's absence.
- Calls, communication (emails, letters) and visitors are screened appropriately.
- Oracle – process invoices and ensure they are paid in a timely manner.
- Organising all travel and accommodation as required by the Managers.
- Creating power point presentations on appropriate templates and the typing of reports.
- Minutes of meetings are recorded, transcribed, and distributed appropriately within a timely manner.
- Oversee electronic rostering (Microster) to ensure it presents an accurate record, for the Service manager to authorise.
- Prepare orientation package for new direct reports to the managers.
- Files of the Managers are maintained in a neat accessible form and a document and correspondence tracking system is in place.
- Functions / meetings are organised, and administrative tasks related to these functions/meetings are undertaken as required.
- Ensure the Manager's stationery requirements are supplied in a timely manner.
- Appropriate administration support is provided to the Manager's direct reports (e.g., typing, roster support, report preparation and distribution, travel etc.).
- Your managers office will always present an appearance of efficiency and professionalism.
- Acting as a 'sounding board' for the Managers as required.
- Routine office administration and clerical duties are carried out efficiently e.g., maintenance of office equipment, liaison with internal support services, co-ordination with staff regarding stationery requirements, ensuring sufficient supplies are always available for the photocopier.
- Develop and maintain a positive image of the service with the general public.
- Develop and maintain good relationships with Health New Zealand management, internal staff, external government agencies, suppliers, existing and potential users of the Parent Education and LGF Conference meeting rooms.

Support for relevant group meetings and internal/external meetings
<ul style="list-style-type: none"> • Organisation of meeting rooms, technology and catering as required. • Collating agendas prior to the meetings and circulating minutes afterwards. • Scheduling of regular/recurring meetings.
Organise meetings and events
<ul style="list-style-type: none"> • Arranging the date, venue, catering, guest speakers as required. • Developing presentations, handouts, and agendas. • Managing technology requirements. • Follow up after the event and seeking feedback.
Recognition of the role as part of the Personal Assistants team on the combined campus
<ul style="list-style-type: none"> • Contributes to positive proactive relationships between campus Personal Assistants.
Undertake other duties as reasonably directed from time to time
<ul style="list-style-type: none"> • To complete such tasks or projects in a professional, competent, and timely manner in accordance with directions and in the best interests of the organisation.
Maintain a high quality, safe and secure work environment by following relevant Canterbury DHB and Divisional policies, protocols and standards
<p>Health & Safety</p> <ul style="list-style-type: none"> • Ensure own health and safety and that of others by observing and taking an active role in all Canterbury DHB safe work procedures and instructions. This includes but is not limited to: making unsafe work situations safe, reporting immediately any hazards or potential hazards, and taking an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work. <p>Quality</p> <ul style="list-style-type: none"> • Ensure a quality service is provided in your area of expertise by taking an active role in quality activities, identifying areas of improvement, and being familiar with and applying the appropriate organisational and divisional policies and procedures.

PERSON SPECIFICATION:

Skills and Attributes

Personal Assistant to the Chief of Child Health, Clinical Directors and Nursing Director of Child Health, Christchurch Hospital must possess the following skills and attributes:

- Previous experience of working as a confidential Personal Assistant at a senior level
- Secretarial experience of at least 6 years.
- Proficient User of Microsoft Office.
- Experienced minute taker.
- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.
- Have highly developed interpersonal and communication skills.
- Have a strong ability to balance working autonomously with being part of a team.
- Project a credible and dependable image.
- Be flexible and innovative.
- Manage information with discretion.
- Excellent interpersonal skills and the ability to establish and build working relationships effectively.
- Ability to communicate at all levels in order to successfully achieve outcomes.
- A balanced and informed approach to problem solving.
- A proactive, goal orientated and focussed approach.
- The ability to plan and prepare for outcomes on the basis of priority and effective management of time.
- Confidentiality and integrity.
- Ability to participate as a valuable team member.
- Self motivated.
- Display a high level of initiative.
- The ability to work with ambiguity.

Qualifications & Experience

Essential

- Proven experience as a Personal Assistant for a senior manager
- Highly computer literate in the Microsoft suite of products
- Excellent keyboard skills
- High level of written and verbal communication skills

Desirable

- Possess technical knowledge and skills relevant to the position, and a commitment to continuously updating these
- Medical secretary background
- Detail consciousness

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.