

## Position description

<b>Position</b>	Corporate Support Officer   Office of the CEO		
<b>Purpose</b>	To provide high quality administrative, corporate and executive support to the PHN to support key business functions		
<b>Approval date</b>	9 November 2021	<b>Approved by</b>	Libby Dunstan

### Brisbane North PHN

Our vision is a community where good health is available for everyone.

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council and parts of Somerset Regional Council. It covers approximately 4,100 km<sup>2</sup> of urban, regional and rural areas, with a population of over one million.

We are one of 31 Primary Health Networks across Australia.

We work with local communities, consumers, carers, health professionals, hospitals and community providers to understand our community and their needs. We then engage stakeholders to design and commission programs and services to meet those needs.

Our PHN's goals:

- Be informed and led by community voice
- Re-orient the health system toward care close to home
- Build capacity of providers to meet health needs of our region.

The PHN's values:

- Collaboration: We build strong and enduring relationships to achieve our shared goals
- Diversity: We are inclusive, fair and responsive to different needs
- Integrity: We are transparent, respectful and work to the highest standards
- Courage: We lead new approaches, learn and improve
- Impact: We deliver outcomes for our community.

### Key outcome areas

To ensure the organisation works effectively to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed twice a year formally and on an ongoing basis informally with team members and managers.



[www.brisbanenorthphn.org.au](http://www.brisbanenorthphn.org.au)

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### **Role-specific**

- perform delegated tasks as required to support and maintain our key business processes including HR, WHS, Quality, Facilities management and Executive support.
- provide high quality administrative support for the Executive team, under the guidance of the Executive Assistant | Office of the CEO, including data entry, document management, preparation of reports, organising meetings, taking minutes and diary management
- support staff recruitment and onboarding including induction and completion of employment processes, maintaining HR records systems
- assist with office management matters including the coordination of external contractors and maintenance issues
- contribute to the achievement of the Corporate Services objectives
- contribute to the effective maintenance of the office by monitoring amenities to ensure the tidiness of common areas and meeting rooms
- order stationery and office supplies for the organisation
- provide high quality administrative support to other teams when required with the approval of your manager
- fully participate as part of the broader organisational administration team including regular administration meetings and coordinating and providing reception relief where required.

### **General**

- regularly attend team and staff meetings
- contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- communicate effectively and respectfully with all members of the organisation and external stakeholders
- record all interactions in ChilliDB and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- comply with reporting requirements as directed by your manager
- deal with sensitive information in a confidential and professional manner
- complete other reasonable duties and projects as required to meet organisational objectives

## **Reporting relationships**

### **Relationships**

Reports to: Executive Assistant | Office of the CEO

Direct reports: None

### **Level of delegation**

(Per Delegation Matrix – CEO to staff)

Level 3 – All other staff

## Key selection criteria

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

### Qualifications and experience

- qualifications/ demonstrated experience in the provision of high-quality administrative support including organising meetings, taking minutes and diary management in a computerised work environment
- exemplary interpersonal skills, including experience dealing with confidential and sensitive information in a professional manner
- experience in supporting office management functions
- significant experience in initiating, prioritising, negotiating, organising, and completing tasks in a complex and busy environment with minimal supervision as well as the ability to respond to changing priorities
- ability to work autonomously and as part of a team to drive continuous improvement
- the ability to show initiative and to anticipate the requirements of an executive management team
- minimum of intermediate skills in Microsoft Word, Outlook, Excel and PowerPoint
- knowledge of the primary healthcare industry or ability to acquire that knowledge quickly is highly desirable.

### Capabilities

The Brisbane North PHN Leadership Capability Framework applies to all roles within the organisation. Applicants must address these capabilities.

- leads self – self-aware, proactive and adaptable; takes personal development opportunities and is resilient
- engages others at all levels with respect, collaboration and cultural sensitivity
- achieves outcomes in a high demand work environment with judgment and initiative
- drives innovation - contributes to our culture of continuous quality improvement
- shapes systems - works productively within internal and external systems and networks
- bases decisions on available evidence.

### Other

A current driver's licence is desirable and use of a personal vehicle may be required, including travel between the PHN offices. Work-related mileage will be reimbursed at relevant rates.

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.)