



POSITION DESCRIPTION

Position Title	Grampians Pyrenees PCP Administrative Assistant
Classification	Community Development Worker Class 2A Year1.
Tenure:	Subject to the signing of an Employment Schedule All positions are subject to a 3-month probationary period with a review being conducted before employment is confirmed. The period of employment is subject to ongoing funding & satisfactory work performance.
Hours:	0.4 EFT
Date:	March 2010

The Victorian Primary Care Partnership Strategy

Since 2000, the Primary Care Partnership (PCP) Strategy has been a mechanism for primary care reform in Victoria. The partnerships, (voluntary alliances of community service organisations operating together with a memorandum of understanding) will be used in the next three years by the Department of Health to inform and coordinate all initiatives that require partnership across primary health care services or between services and other health and community sectors.

The Grampians Pyrenees Primary Care Partnership

The Grampians Pyrenees Primary Care Partnership (GPPCP) is a voluntary alliance of thirty three Member Agencies which deliver primary health, welfare, disability and community based services in the catchment area. The catchment area includes the Northern Grampians, Ararat and Pyrenees Local Government areas.

The vision of the Grampians Pyrenees Primary Care Partnership is;

“A healthy and well community”

Key Tasks and Responsibilities:

- Producing, editing and disseminating the fortnightly GPPCP newsletter (in both email and hard copy format) – including collation of relevant articles and reports as well as researching current professional development activities.
- Assist with planning of GPPCP meetings and workforce training and support by organising venues, catering and equipment for presentations.

- Provide administrative support to the Executive of GPPCP (the board) including organising and coordinating meetings, writing agendas, taking minutes and compiling relevant documentation.
- Provide administrative support for GPPCP staff meetings; compiling agendas, taking and distributing minutes.
- Managing petty cash and ordering stationery or equipment as well as servicing or maintenance of cars.
- Maintenance of a readily accessible electronic or hard copy filing of meeting notes and relevant ongoing file notes.

Key Selection Criteria:

1. Highly developed level of computer literacy including use of Publisher, Excel and Word, Email, PowerPoint, Microsoft Outlook and Internet Explorer.
2. Creativity and the ability to design and publish flyers, letters, brochures and newsletters.
3. Well developed communication and interpersonal skills.
4. Ability to prioritise a range of tasks and expectations, and respond flexibly to unexpected demands.
5. Demonstrated ability to work under pressure and to edit reports, documents, letters and submissions.
6. Ability to make recommendations about venues and catering and to organise meetings and forums as well as keep records of RSVPs.
7. Willingness to work in a small team and to become an integral part of that team.

Reporting Relationships

The Administrative Assistant will report directly to the GPPCP Executive Officer and through them to the Executive Committee.

The Administrative Assistant will work as part of the GPPCP staff team and will contribute to the ongoing development and implementation, evaluation and reporting to against priorities identified in the GPPCP Strategic Plan 2009/2012.

Other Skills:

- ♦ License to drive a motor car

Other Conditions:

1. No overtime allowance is made for this position.
2. The Centre's cars can be used for work related activities, depending on availability. Use of own car will be reimbursed at the RACV mileage rate. **Note:** The use of a

private vehicle to travel in excess of 40km return needs to be approved in advance by the Executive Officer.

3. Have knowledge of Occupational Health & Safety issues as they relate to this sphere of work. OHS is a shared responsibility at GCH.
4. Annual Leave and Sick Leave will be payable on a pro rata basis.
5. GCHC understands that "normal working hours" are between 8am - 6pm Monday to Friday. Appointments and programs may, at times, be run outside these hours and other work may happen from time to time outside these hours too - but for OHS reasons are subject to the signing of the "Out of Hours" book.
6. Superannuation contributions will be paid by Grampians Community Health in line with the Superannuation Guarantee Act.
7. All GCH staff has access to salary packaging after the completion of the 3 month probationary period which is offered in line with current legislation. The employee will incur any costs or liabilities associated with these requirements during the period of the contract.
8. A police check will be carried by the employee and will be reimbursed by Grampians Community Health.
9. Grampians Community Health is an Equal Opportunity Employer and a smoke free workplace.

Additional Information to Applicants

- ***Key selection criteria must be specifically addressed in your application***
- Curriculum Vitae should include clear details of work experience and qualifications.
- Include two professional referees with their name, address and daytime telephone number.

Applications close at 5pm Friday March 19th 2010

Late applications will not be considered

Address applications to:

Executive Officer

Grampians Pyrenees Primary Care Partnership

60 High Street Ararat

Or via email to elizabeth.c@grampianscommunityhealth.org.au