

# Position Description

## Position Title: Administration Officer

<b>Classification:</b>	Administration Officer HS1
<b>Business unit/department:</b>	The Surgery Centre & Austin Operating Suite
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Employment type:</b>	Part-Time
<b>Hours per week:</b>	32
<b>Reports to:</b>	Elective Admissions and Austin Operating Suite Administration Manager
<b>Direct reports:</b>	0
<b>Financial management:</b>	Budget:0
<b>Date:</b>	January 2026

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

This position is designed to support The Surgery Centre & Austin Operating Suite patients during their elective surgery journey. The focus of this team is to provide efficient and streamlined administrative support to the unit and provide a patient focused environment to our patients. This role will require close working relationships with a wide range of staff across the hospital.

### About The Surgery Centre

The Surgery Centre (TSC) on the Repatriation Campus provides a unique service by separating short-stay and day case elective surgery from emergency surgery, which is performed predominantly at the Austin campus. TSC includes 8 Operating Rooms, 2 Endoscopy Rooms, 12-bay Recovery Room and an

inpatient unit consisting of 32 available overnight beds and 21 Day Surgery spaces. TSC is operational over 7 days per week, 24 hours per day. Approx. 13,500 surgical and endoscopy procedures performed yearly.

## About Austin Operating Suite

Austin Operating Suite (AOS) on the Austin Campus, provides a broad range of elective and emergency surgeries including liver transplant and cardiothoracic surgery. AOS includes 11 Operating Rooms, 2 Procedure Rooms, 2 Endoscopy Rooms, Post Anaesthesia Recovery Unit (PARU) with High Dependency patient facilities, the Surgery and Endoscopy Centre (SAEC) consisting of 32 spaces to accommodate Day Surgery patients, 9 West with 24 available overnight beds and Acute Surgical Transition Unit (ASTU) with 6 available spaces to accommodate fast tracking of patients presenting to the Emergency Department. AOS is operational over 7 days per week, 24 hours per day. Approx. 25,000 surgical and endoscopy procedures are performed yearly.

## Position responsibilities

### Role Specific:

- Ability to work within the hours of 06.30 and 20.00 to meet service demands.
- Work within a rotation roster
- To be available to cover annual leave and sick leave when required
- Availability to work any day across the week and on occasional weekends within their rostered hours when required.

### Accountabilities:

- Administration support to all areas within The Surgery Centre and Austin Operating Suite (when required): Theatre, Ward, Satellite, History Prep, Admissions, Recovery and SurgiNet Superuser
- Ensure prompt admissions avoiding delays to theatres.
- Make timely appointments and distribute discharge information to patients and GP's, where relevant
- Maintain accurate and up-to-date systems and manage in the recommended timeframe.
- To collaborate with staff and promote excellent customer service, which delivers prompt and efficient responses to customers.
- Ability to prioritise workload and manage competing demands.
- Maintain clinical files in accordance with relevant policies and legislation, including pre-admissions, discharge, and admission of patients, both from other wards and directly
- Maintain related records, of patients, and databases as directed.
- To screen and appropriately prioritise all telephone calls and enquiries.
- Provide clear, concise, and timely communication with staff, patients, and the public in the process of performing duties.
- Relay messages in an efficient and effective manner
- Photocopy and collate documents and reports, filing as required.
- Maintain adequate supplies of stationery and stores supplies.
- Where appropriate, respond to all relevant correspondence and requests for information according to policies and procedures.
- Demonstrate respect for equipment and report faulty equipment promptly.
- Diversity to work in a fast-paced evolving unit.
- Other administrative duties as requested.
- Work across multiple sites as per work requirements and/or directed by management.



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**Team dynamic:**

- Promote a supportive team approach, within TSC & AOS, to ensure good working relationships.
- Contribute to creating a team environment which promotes positive culture and opportunity for learning, development, and improvement.
- Support the continuity of services at times of leave, both within the administrative team and wider unit, to ensure a high standard of business can continue.
- Communicate information and expectations in a way that builds effective and collaborative working relationships.
- Share knowledge and information with the team
- Effectively deal with challenging behaviors and seek to resolve conflicts.
- Maintain a professional demeanor and serve as a role model for all staff.

**Selection criteria****Essential skills and experience:**

- Ability to work autonomously and as a member of a dynamic team.
- Commitment to quality, best practice, and environmental safety
- Ability to assist and support the implementation of quality change initiatives.
- Flexibility to support a rotating roster, including cover for sick and annual leave.
- Demonstrated commitment to excellence in customer service.
- Proven effective communication skills both verbal and written.
- Expertise in Microsoft Office365 (Word, Excel, Teams, Outlook & PowerPoint)
- Well-developed time management skills and ability to prioritise tasks.
- Ability to problem solve and be self-motivated.
- Demonstrated ability to work in a complex and changing environment.
- Accurate data management.

**Desirable but not essential:**

- Previous experience in health industry
- Previous experience with Austin Health IT systems
- A foundational level understanding of medical terminology

**Professional qualifications and registration requirements**

There are no qualifications or registration requirements for this role

**Quality, safety and risk – all roles****All Austin Health employees are required to:**

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.



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## Other conditions – all roles

### All Austin Health employees are required to:

- Adhere to Austin Health's core values: our actions show we care, we bring our best, together we achieve, and we shape the future.
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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