

# Position Description

## Administrator, Asset Services

<b>Classification:</b>	Admin Officer Grade 2 - HS2
<b>Business unit/department:</b>	I&S - Facility Maintenance
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" 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>	Fixed-Term Full-Time
<b>Hours per week:</b>	40
<b>Reports to:</b>	Compliance Officer, Asset Services
<b>Direct reports:</b>	Nil
<b>Financial management:</b>	Budget: Nil
<b>Date:</b>	April 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, 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

- Provide administration and operational services support for the Asset Services department.
- Engage with the appropriate stakeholders to achieve desired outcomes, escalating issues to the Manager, and/or Director when required.
- Perform the administrative tasks ensuring objectives are met, to a high standard.
- Perform the duties of this position efficiently and to the standards of the directorate.

### About the Directorate/Division/Department

The Asset Services Department is committed to providing the highest standard of specialised asset management and engineering maintenance service to the Austin Hospital (AH), Heidelberg Repatriation Hospital (HRH) and Royal Talbot Rehabilitation Centre (RTRC).

The Asset Services Department are responsible for the operation, maintenance, repair and replacement of all plant and equipment and management of specified medical equipment.

This position is predominately located at the Austin Hospital, but the appointee may be required to work or visit other Austin Health sites and can work remotely as agreed.

## Position responsibilities

### Role Specific:

- Carry out general administrative tasks required for the smooth and efficient operation of the departments within Asset Services.
- Work collaboratively with other administrators to manage all facets of administration tasks for the Asset Services Department.
- Work closely with other administrators within I&S to achieve common and best practice.
- Processing of monthly invoices for Asset Services.
- Manage the accounts payable process and be the interface between finance and external stakeholders.
- Assist with annual forecasting and monthly financial reviews.
- Review of contractors' monthly key performance indicators and verify documentation.
- Assist Asset Services team with deliverables in relation to contract management.
- Compile reporting for the Head of Department as required or requested.
- Build and maintain key relationships with the Health Service and contracting staff.
- Management of Austin Health insurance claims as requested and required under the VMIA policies.
- Manage & resolve queries from internal and external stakeholders.
- Assist in maintaining quality assurance and risk management systems for the directorate as required.
- Undertake project work as required and requested.
- Assist in ensuring departmental policies and procedures are updated.
- Maintain diary arrangements, coordinate appointments and meetings as required for the Asset Services department.
- Track authorizations and correspondence as required.
- Prepare minutes and record taking in relevant meetings.
- Maintain an audit file which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules.
- Manage and maintain department's electronic filing system.
- Assist department in staying up-to date with legislative changes.
- Support the Head of Department with business related activities as instructed.
- Highlight and report inefficiencies and methods of continuous improvement.
- Any ad hoc task requested by Head of Department in relation to the efficient operation of the Asset Services department.



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## All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments
- Maintain a safe working environment for yourself, colleagues and members of the public. Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centred care
- Comply with Austin Health mandatory training and continuing professional development requirements
- Work across multiple locations as per work requirements and/or directed by management

## Selection criteria

### Essential skills and experience:

- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.
- Ability to effectively self-manage allocate priorities.
- Proven ability to work effectively with others and enlist support in the achievement of required outcomes.
- Exceptional interpersonal and customer service skills.
- Ability to work as part of a team as well as autonomously.
- Highly developed communication skills, including the ability to draft non-routine correspondence.
- Advanced skills in Microsoft Office applications, including PowerPoint, Excel, Access, and Office 365.
- Experience using various software packages such as, workplace requisition, power budget, iPRO and other data base systems.

### Desirable but not essential:

- Qualification in business administration or related field or equivalent experience.
- Previous operational, Contract & financial experience is preferably.
- Ability to analyse data.
- Experience managing administrative tasks and teams to achieve desired outcomes.

## Professional qualifications and registration requirements

There are no qualifications or registration requirements for this role



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## 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.

## 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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