

Position Description

Board Administrative Officer

Classification:	HS4
Business unit/department:	Board and Executive Services
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> Some flexibility to work from home as agreed
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Full time
Hours per week:	38
Reports to:	Board Secretary
Direct reports:	N/A
Financial management:	N/A
Date:	January 2026

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri 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

The Board Administrative Officer reports to the Board Secretary and is responsible for providing high level administrative and governance support for the effective and efficient operations of the Austin Health Board.

About the Board Secretariat

Austin Health

Austin Health is one of Victoria's largest health care providers and employs over 11,000 staff. Care is provided across three main sites in Melbourne - the Austin Hospital (including the Olivia Newton-John Cancer & Wellness Centre), Heidelberg Repatriation Hospital and the Royal Talbot Rehabilitation Centre. Austin Health also provides an extensive range of community-based and home-based services with an increasing focus on virtual care. Austin Health is renowned for its broad range of statewide and tertiary services and is an internationally recognised centre of excellence in hospital-based research.

Austin Health Board Secretariat

The Board Secretariat is situated within Executive Services and supports the operations of the Austin Health Board and its seven Committees. The Board Secretariat engages with a range of internal and external stakeholders, including Board directors, members of the Executive, senior leaders, other health services, and Department of Health.

Position responsibilities

Role Specific:

Board Operations

- Provide proactive assistance to the Board Secretary in the coordination of Board related activities.
- Build effective relationships with internal and external stakeholders in relation to Board matters, providing timely and accurate advice as required.
- Organise and support the conduct of in-person and virtual meetings of the Board and Board Committees.
- Coordinate public engagements and functions of the Board.
- Provide timely support to Board directors, including but not limited to calendar management and facilitation of ICT support.
- Seek to continuously improve systems, processes and work flows that support Board operations.

Board Administration and Governance

- Draft agendas, minutes, reports and resolutions, ensuring information is accurate and well prepared.
- Work with internal stakeholders to review and edit papers for Board and Board Committees in support of high-quality and concise reporting that informs decision making.
- Maintain templates and guidelines for Board reporting, including publication on the Austin Health Intranet.
- Contribute to the development and maintenance of relevant policies, procedures, reports, charters and other documents.
- Support the Board Secretary in progressing and tracking Board action items, facilitating the timely closure of items.
- Administer the 'Diligent' platform (official Board document management system) and maintain relevant SharePoint directories.
- Support the review and assembly of Board papers in Diligent, maintaining a high level of attention to detail.
- Explore and develop automation of workflows for board papers and document signing within Diligent.



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- Maintain files, electronic directories and registers for the consistent management of Board-related information, including disclosure registers and the common seal register.
- Compile and review information for the Annual Report and for other annual reporting processes.
- Support the development and maintenance of the annual Board Calendar, including management of calendar invitations for Board and Board Committee meetings.
- Support the development, maintenance and integration of Board and Board Committee Work Plans.
- Undertake compliance activities in support of Board governance.
- Support internal and external audit processes by synthesising, reviewing and submitting documentation as required.
- Support arrangements for Board director induction and professional development.
- Support the conduct of annual Board performance evaluations.
- Maintain inward and outward correspondence in liaison with the Board Secretary and assemble for Board as relevant.
- Monitor the Board Secretary mailbox and respond appropriately to email traffic and enquiries.
- Other duties as appropriate.

Selection criteria

Essential skills and experience:

- Diligence, integrity, professionalism, and a high degree of discretion and confidentiality.
- Highly developed interpersonal skills including the ability to work collaboratively with a range of stakeholders.
- Excellent written skills with a high degree of attention to detail.
- Strong organisational and time management skills, with the ability to balance competing demands.
- Well-developed critical thinking and problem solving skills.
- Ability to strategically manage issues and risks and escalate where appropriate.
- 'Can do' attitude and flexible approach.
- Advanced computer proficiency in Microsoft Office products.

Desirable but not essential:

- Demonstrated experience in supporting Boards, preferably in a public sector organisation.
- Experience in the health sector.
- Experience with 'Diligent' software.

Professional qualifications and registration requirements

- Qualification in administration, governance or a related field.

Quality, safety and risk

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.



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- 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 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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