

Position Description

Administrative Assistant – ONJ Administration (Radiation Oncology)

Classification:	HS1
Business unit/department:	ONJ Administration
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
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:	40 Hours per week (ADO)
Reports to:	Cancer Services Administration Manager
Direct reports:	0
Financial management:	0
Date:	October 2025

Position purpose

Provide high quality administrative and secretarial support to the Medical Director Radiation Oncology and doctors at Austin Health located in the Olivia Newton-John Cancer & Wellness Centre.

About the Medical and Cancer Directorate/Division/Department

The medical and Cancer Services Division is one of six divisions within the Chief Operations Officer Directorate of Austin Health. The Division's clinical services operate across all three Austin Health campuses and Ballarat Health Services (BHS) within the Ballarat Regional Integrated Cancer Centre (BRICC) and comprise a complex range of national, state-wide organizational wide and specialty clinical services. (User to include a brief 1-2 paragraphs providing an overview of the organisational context of the role in terms of which Directorate/Division and Department it sits within.

Position responsibilities

- Facilitate the smooth day to day administrative operations of the unit.
- Provide reception duties including managing enquiries, meet and greet visitors to the unit.
- Provide exceptional face-to-face, phone and email communication skills, including discretion and confidentiality on sensitive matters.
- Preparation of correspondence (both written and email), publications, research publications.
- Independently manage routine correspondence.
- Provide secretarial & administrative support to the Radiation Oncology Medical Director and doctors and which includes preparation, typing of documents, letters, flyers, copying, faxing, and scanning.
- Organise diary appointments and coordinate both internal and external meetings
- Coordinate process regarding travel arrangements for external meetings in Australia and overseas
- Maintain relevant databases and undertake data entry as required by the Unit.
- Provide all aspects of administrative support for unit meeting structures and events including meeting room bookings, electronic diary invitations, preparation and circulation of agendas/papers, minute taking and typing and circulation of minutes.
- Organise catering when required.
- Maintain the Medical Unit Rosters, the Unit Handbook and Protocol Manual if applicable.
- Maintain and update ATLAS (intranet/Pulse and internet) for the Unit where required.
- Orientation of new staff to the unit.
- Attend and actively participate in the Division – Cancer Services Administrative Staff Meeting.
- Support the Divisional PSCE Quality support to ensure that staff in the Unit have completed all mandatory training requirements and any other quality activities to support their unit in achieving the National Health Care Standards.
- Maintain the Procedures Manual related to the position.
- In accordance with unit administration team support and streamlining/standardised processes are adhered to.
- Assist with administrative tasks during planned and unplanned leave of other administrative assistants within Cancer Services administration team.
- Any other duties as requested by Administration Manager or Divisional Managers in relation to administrative tasks/support

Administrative duties - Human Resource Functions:

- Coordinate timesheet management for Unit medical and registrar staff including:
- Submit regular fortnightly timesheets and supporting paperwork.
- Review and cross-referencing nonstandard hours against leave request submissions.
- Tracking on leave spreadsheet.
- Arranging relevant authorisation sign off with management.
- Responsible for annual and conference leave management/tracking for senior medical and junior medical staff including:
- Verifying leave entitlement
- Tracking on leave spreadsheet
- Ensuring all supporting documentation is attached (for conference leave requests)
- Arranging authorisation by the Unit Director and Divisional Manager responsible for the unit.
- Feedback to medical staff of leave approval/rejection
- Responsible for Staff Employment Process (in conjunction with HR and Medical Workforce Unit including:
- Liaise with the Preparation and follow up of e-variations, Mercury e- recruitments and consultants credentialing.
- Registrar appointment paperwork.
- Coordinate termination paperwork for the unit.
- Administrative duties – financial.



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- Completion of contract preparation and invoice management for the unit Continuing Medical Education (CME): Have sound knowledge of CME Policy.
- Cross reference CME requests against approved conference leave dates.
- Ensuring all receipts are original copies and total to amount being claimed.
- Ensuring items being claimed are within CME guidelines.
- Monitor consultants CME balance for each financial year.
- Prepare and forward CME claims to Division Secretary for processing.
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Selection criteria

Essential skills and experience:

- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.
- Advanced computer skills including Microsoft programs (Excel, Word, Outlook and PowerPoint).
- An ability to manage incoming work with competing priorities, meet deadlines, and advanced attention to detail and accuracy in all activities
- Demonstrate a high degree of initiative, tact and diplomacy with well-developed interpersonal skills
- Ability to communicate effectively, both verbal and written.
- Ability to use initiative and work autonomously, be self-directed and motivated.
- Ability to problem solve in a variety of complex situations.
- Demonstrated ability to develop professional relationships with internal and external key stakeholders.
- Demonstrated commitment to high quality customer service
- Ability to work as an effective member of a highly qualified multidisciplinary team.
- Flexible and responsible to meet the department's needs.
- Highly organised, able to prioritise work and multi-task.

Desirable but not essential:

- Proficient in medical terminology
- Knowledge of and/or experience in the healthcare industry

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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