

# Position Description

## Administration Assistant – Medical Oncology

<b>Classification:</b>	HS2
<b>Business unit/department:</b>	Cancer Services Administration
<b>Work location:</b>	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)
<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>	Parental Leave Cover
<b>Hours per week:</b>	24 hours a week. Monday, Tuesday and Wednesday until June 2026
<b>Reports to:</b>	Cancer Services Administration Manager
<b>Direct reports:</b>	0
<b>Financial management:</b>	0
<b>Date:</b>	September 2025

Austin Health acknowledge 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

Provide high quality administrative and secretarial support to the Medical Oncology Director and clinical unit within the Olivia Newton-John Cancer Wellness and Research Centre.

### About Medical and Cancer Services Division

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.

## Position responsibilities

- Facilitate the smooth day to day operations of the unit.
- Provide a central point of contact from internal and external stakeholders to ensure a consistent and standardized approach.
- Meeting and greeting visitors to the unit.
- Provide exceptional face-to-face, phone and email communication skills, including discretion and confidentiality on sensitive matters.
- Keeping an eye on clinic numbers and arranging locum leave cover when necessary.
- Preparation of correspondence (both written and email).
- To independently manage routine correspondence.
- To provide secretarial & administrative support to the Head of Unit which includes preparation, typing of documents, letters, flyers, copying, faxing, and scanning.
- Organising diary appointments and arranging both internal and external meetings.
- Liaising regarding travel arrangements for external meetings in Australia and overseas.
- Preparing meeting schedules & presenters.
- Organise catering when required.
- Maintain any 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.
- Maintain the Medical Unit Rosters, the Unit Handbook and Protocol Manual if applicable.
- Maintain and update ATLAS (intranet and internet) for the Unit where required.
- Orientation of new staff to the unit.
- Attend and actively participate in the CSU Administrative Staff Meeting.
- Support the CSU Quality Manager 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.
- Liaise with other administrative staff in the Medical and Cancer Services Division to ensure streamlining of processes.

### Administrative duties - Human Resource Functions:

- Coordinate timesheet management for 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 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 variations, recruitment and consultants credentialing/onboarding.
  - Registrar appointment paperwork.
  - Coordinate termination requests as required.
  - Administrative duties – financial.



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- Completion of contract preparation and invoice management as required.
- 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 for approval
- Prepare private patient billing for the department and consultants.

## Selection criteria

### Essential skills and experience:

- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.
- Highly organised, the ability to prioritise work and multi-task in an extremely busy environment.
- Demonstrated excellence in customer service.
- Ability to work collaboratively as a supportive member in a large and diverse team.
- Well-developed communication skills including professional telephone technique.
- Accurate keyboard skills and sound administrative skills
- Ability to work in an environment of change and under pressure.
- Good working knowledge of Trakcare, Cerner Oncology, Microsoft Office 365 including Teams
- Web Scheduler and other health information systems
- Good understanding of 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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