

**POSITION DESCRIPTION**

**POSITION:** Personal Assistant – Mental Health & Addictions

**RESPONSIBLE TO:** General Manager MH&A

**FUNCTIONAL RELATIONSHIPS:**

Clinical Directors	General Staff
Service Managers	External Agencies
General Managers	Public who contact the office
Other Administrative Staff	

**Health New Zealand | Te Whatu Ora Nelson Marlborough**

**Our vision | Tō tātou manako:** All people live well, get well, stay well. *Kaiao te tini, ka ora te mano, ka noho ora te nuinga.*

**Our mission | Tō tātou kaupapa:** Working with the people of our community to promote, encourage and enable their health, wellbeing and independence. *Kei te mahitahi tātou hei whakapiki te oranga me te motuhaketanga o to tatou hapori.*

**Our Values – Ō tātou whanonga pono**

**Respect | Manaakitanga:** We care about, and will be responsive to, the needs of our diverse people, communities and staff. *Kia horahia te manaakitanga ki ngā iwi katoa me ngā hāpori, kaimahi hoki.*

**Innovation | Auaha:** We will provide an environment where people can challenge current processes and generate new ways of working and learning. *Kia auaha me whakahoutia i ngā pūkenga ākongā, me ngā mahi ki tēnei hāpori.*

**Teamwork | Whakarāmemene:** We create an environment where teams flourish and connect across the organisation for the best possible outcome. *Kia whakarāmemene i ngā kaipupuni hauora katoa.*

**Integrity | Ngākau tapatahi:** We support an environment which expects openness and honesty in all our dealings and maintains the highest integrity at all times. *Kia taea i te ngākau tapatahi i runga i te tika me te pono i ngā mahi katoa.*

**PURPOSE OF POSITION**

To ensure that the MH&A offices are managed in a highly professional and efficient manner.

To collaboratively provide secretarial and general office administration assistance to the General Manager and support teams.

That the PA/Administration Support team works collaboratively in a shared service environment, to support the Services.

***Working together for mental wellbeing***

## MH&A system-wide integration priorities



Achieve **Equity** and strengthen the **Equally Well** commitment by supporting district-wide access to safe and effective person centred care to reduce inequity and maximise wellbeing.



People and whanau are essential members of the care team "**nothing about us without us**".



We take a **whole of person** approach by ensuring strong intra and inter sectoral relationships to ensure people access the range of support available to achieve recovery and optimal outcomes.



We work as **one team** with person centred plan, assisted by appropriate sharing of information and innovative technology solutions.



We support a diverse workforce that is recovery focussed, fosters independence, and is well connected, to ensure we **build trust**, respect and confidence.



Supporting and monitoring our services to be integrated, flexible and responsive and a **high performing** network of people and agencies.

RESPONSIBILITIES	EXPECTED OUTCOMES
<p><b>Provide personal assistant and general clerical/administrative support to the General Manager of MH&amp;A and the Services.</b></p>	<p>Provide a welcoming and professional interface with all people who communicate with the services, ensuring that they feel their needs are met</p> <p>Manage the General Manager of MH&amp;A diaries, including assessing requests for time, prioritising their diaries, and consulting staff on meeting time priorities</p> <p>Operate an effective bring-up system for appointment-related paperwork for the General Manager of MH&amp;A</p> <p>Monitoring deadlines (for responses due) and following up with other Staff / Managers on reports scheduled for delivery to the General Manager of MH&amp;A</p> <p>Maintain relevant files</p> <p>Contribute to the professional image of the organisation by handling telephone calls and enquiries in a prompt, accurate and culturally courteous manner at all times</p> <p>Review correspondence, prioritise and draft responses as required</p> <p>ACTOR roster building /approvals – as required</p> <p>FPIM invoice coding - as required</p>

	<p>Provide general word processing and typing</p> <p>Organise all travel arrangements for the General Manager of MH&amp;A</p> <p>Liaise with external agencies and consultants as requested</p> <p>Receive visitors to the office in a culturally appropriate manner and refreshments arranged</p> <p>Provide other services and assistance as required by the General Manager of MH&amp;A</p> <p>Actively manage risk, minimising organisational exposure</p> <p>Train and support other administration staff as required</p>
<p><b>Communication and Coordination</b></p>	<p>Coordinate and provide administrative support for leadership team meetings,</p> <p>Responsible for whole of communication initiatives, eg Intranet presence, all staff communication releases and the production of the e-newsletter called 'The Update'</p> <p>Arrange and organise functions, meetings, presentations, conferences and workshops including venues, catering and all associated documentation for the General Manager of MH&amp;A</p> <p>Co-ordinate agenda, dispatch papers, attend meetings, take minutes, dispatch minutes, book meeting rooms, draft letter and presentation material.</p> <p>Provide administration, minute taking and booking rooms for other meetings as required by the General Manager of MH&amp;A</p>
<p><b>Teamwork</b></p> <p>Participates in the implementation of the operational plan</p> <p>Contributes positively as an effective team member</p> <p>Encourages information sharing and skill transfer</p> <p>Works collaboratively with other members of the administration team in a shared service environment</p>	<p>Operational plan objectives are achieved</p> <p>Feedback from the team is positive and indicates contribution adds value</p> <p>Reporting and information deadlines are met</p> <p>Support General Manager in communication strategies to staff</p>

<p><b>Monthly Reporting</b></p>	<p>Liaise with the leadership team to compile the monthly report and reports to the Group Director Operations.</p> <p>Liaise with the Data &amp; Analytics Business Partner to produce the monthly board dashboards</p>
<p><b>Professional Development</b> Ensure that own skills and knowledge are maintained and advanced</p>	<p>Participate in the organisations performance development process including review of performance goals and identification of areas for professional development.</p> <p>A personal development plan is agreed with the General Manager of MHA&amp;DSS</p>
<p><b>Quality Improvement</b></p>	<p>Participates in quality improvement processes in your area of work.</p> <p>A quality, customer-focused service is provided at all times, which follows best practice</p>
<p><b>General</b></p>	<p>Other duties as negotiated with the General Manager of MH&amp;A</p> <p>Demonstrated compliance with employee obligations in Appendix 1 and 2</p>

## PERSON SPECIFICATION

### **QUALIFICATION**

- Recognised Secondary School qualification or other relevant qualification
- Current drivers licence

### **EXPERIENCE**

- Several years experience as a personal assistant, secretary/administrative assistant, with evidence of successful outcomes, preferably within the health sector

### **KNOWLEDGE AND SKILLS**

- The ability to handle a constant pace, work pressure and multiple demands
- Pro-active, self-motivated and able to work independently, with the ability to prioritise tasks and to exercise initiative and judgement and make decisions within the scope of assigned authority
- Proven experience of minute taking and interpretation at senior management levels
- Evidence of sound judgement and problem solving capability
- Excellent interpersonal skills, staff and public relations
- The ability to work professionally, co-operatively, confidentially and discreetly at a senior level
- Positive and energetic style with a pleasant mature personality
- Excellent communication skills, both oral and written
- Willingness to be flexible, innovative and undertake other duties as required
- Knowledge of the health sector an advantage
- Knowledge of and empathy for biculturalism
- Well organised
- Advanced knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with Health NZ (Nelson Marlborough) Information Technology policies
- An understanding of and adherence to Health NZ's aims and objectives

## **APPENDIX 1**

### **General Responsibilities of an Employee of Health NZ | Te Whatu Ora Nelson Marlborough**

#### **1. Professional Responsibilities**

As an employee of Health NZ Nelson Marlborough, you are required to:

- Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
- Keep yourself up to date on knowledge, best practices and legislation relating to your work.
- Make a personal contribution towards effective and efficient working relationships within your team and with other Health NZ Nelson Marlborough departments.
- Ensure you carry out your work in a way that is customer-focused and meets professional standards.
- In conjunction with your manager, identify your own training needs and plan to meet these needs.
- Manage your own time and prioritise your work effectively.

#### **2. Health, Safety and Wellbeing**

- Compliance with all health and safety legislative requirements.
- Compliance with the ACC Partnership Programme requirements.
- Compliance with all organisation-wide health and safety policies and procedures.
- Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
- Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
- Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
- Knowledge of identified hazards is kept up to date.
- Reportable event form is completed (via *Safety First*) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
- Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

#### **3. Right to Raise Concerns**

- All employees of Health NZ Nelson Marlborough are expected and encouraged to immediately ask questions and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
- All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

#### **4. Child Wellbeing and Protection**

- Health NZ Nelson Marlborough is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:
- Contribute to and support the organisation's strong commitment to a child centred approach to protect children across the region.
- Act at all times in the best interest of the children and young people, putting their interests first.

5. Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

## **6. Legislation, Regulations and Board Policies**

You are required to be familiar with and adhere to the provisions of:

- All relevant acts and regulations
- All Board, hospital and department policies
- All relevant procedure manuals
- The “Employee Obligations” within Health NZ Nelson Marlborough’s Disciplinary Policy.

## **7. Confidentiality**

You are required to:

- Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
- Maintain strict confidentiality of patient, applicant and employee information at all times.

## **8. Risk Management**

You are required to:

- Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
- Be especially aware of those risks which have high cost or safety implications.
- Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
- Respond to complaints according to appropriate policies.

## **9. Security**

You are required to:

- Wear your identification badge at all times when on site or when carrying out official duties.
- Notify Human Resources of any changes required for your ID badge.
- Report any suspicious or unusual occurrence to the security officer, orderly or telephone operator.
- Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

## **10. Treaty of Waitangi**

Health NZ Nelson Marlborough is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

## **11. Smokefree**

Health NZ Nelson Marlborough is a Smokefree Organisation. This applies to all staff and contractors working within Health NZ Nelson Marlborough buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy. This also applies to Health NZ Nelson Marlborough staff employed on Board business in the community.

## **APPENDIX 2**

The preferred candidate is required to complete a Pre-Employment Health Questionnaire. The table below outlines the tests to be carried out - depending on the nature of the position applied for.

<b>Condition</b>	<b>Information to include in Position Description</b>
TB Active	No person with active pulmonary or laryngeal tuberculosis (TB) is allowed to be at work in Health NZ Nelson Marlborough
TB Latent	Staff who expect to have contact with patients or infectious materials must have assessment of previous TB exposure at the time of employment
BBV	No person who is susceptible to hepatitis B is allowed to have contact with patients or human materials (e.g., blood) unless they have taken part or agree to take part in a blood-borne virus education, prevention and vaccination program
MRSA	No person colonised or infected with methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) is allowed to work in clinical areas <sup>1</sup> New staff who will be working in clinical areas should be screened for MRSA if they have: <ul style="list-style-type: none"><li>• a chronic skin condition</li><li>• been working in an overseas healthcare facility in the last year</li><li>• been MRSA-positive in the last year</li></ul>
Skin	No person with a skin condition that by virtue of its site and type could be an infection risk is allowed to have contact with patients, food, microbiology samples or sterile items
Measles/Rubella	No person who is susceptible to measles or rubella is allowed to have contact with pregnant women.
VZV	No person susceptible to varicella-zoster virus (chickenpox) is allowed to have contact with newborn babies or pregnant women
EPP	No person who has detectable hepatitis B e antigen or high levels of hepatitis B virus DNA in their serum is allowed to undertake or assist with exposure-prone surgical procedures <sup>2</sup>

<sup>1</sup>Clinical areas include inpatient medical and surgical wards (includes Medical Units, AT&R Units, Surgical Wards, Paediatrics, Day Stay, Neonates and Women's Health). Screening does not apply to staff working in outpatient areas (e.g., clinics, Radiology, Respiratory Function lab) or in DSS, Mental Health or Drug and Alcohol services (transmission of MRSA is less likely and infection is rare in these sites.)

<sup>2</sup>Exposure-prone surgical procedure = a procedure where there is the potential for direct contact between the skin (usually finger or thumb) of the health care worker and sharp surgical instruments, needles, or sharp tissues (spicules of bone or teeth) in a blind or highly confined anatomic site such as a body cavity or in poorly visualised and/or confined body sites. Such sites include body cavities encountered during emergency and trauma procedures, abdominal, cardiothoracic, obstetric/gynaecological, orthopaedic and oral surgery.