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www.canberraimaging.com.au

APPLICATION PACKAGE

THE ORGANISATION

Canberra Imaging Group (CIG) is a **locally owned** and operated Medical Imaging practice, with **50 years** of history supporting the local community, with an ongoing commitment to the highest standard of imaging quality and service excellence.

More information can be found on our website: www.canberraimaging.com.au

VALUES

Respect | Teamwork | Education | Expertise | Service to clients | Profitability

POSITION DESCRIPTION

Title:	Administrative Assistant
Advertised:	20 January 2012 - 6 February 2012
Responsible To:	Chief Executive Officer (CEO)
Qualifications:	Relevant to an administrative position.
Remuneration:	Salary is commensurate with the qualifications and experience based on the Canberra Imaging Group Enterprise Agreement.

RESPONSIBILITIES:

Corporate:

- Administration support to the CEO in line with the mission, vision, philosophy, goals, objectives and policies of Canberra Imaging Group.
- Adheres to all CIG policies and procedures to meet all professional, legal and business requirements, including privacy (both in relation to patients and CIG business details).

Administrative:

- Provision of administrative support through the CEO to the Partnership and its Committees.
- Maintaining up to date filing for Chief Executive Officer (CEO), Workforce Manager (WM) and Executive Team where required.
- Co-ordinates all large external mail-outs of letters and publications.
- Maintain online recruitment advertisements.
- Organise performance assessments for assigned staff in an efficient and timely manner.
- Reception duties: answering telephone calls; greeting visitors.
- Other duties as required by the CEO.



Document Management:

- Document management and version control, including the development of all forms, templates and manuals to meet legal and accreditation requirements.
- Maintains all CIG Standard Operating Procedures (SOPs) to meet legal and accreditation requirements.
- Maintain current documentation of all staff CPD participation.

Meetings & Events:

- Diary and travel management.
- Scheduling of meetings, compilation and distribution of all meeting papers.
- Taking, distributing and storing minutes and related documents of all meetings.
- Provision of hospitality services including arranging catering, functions and visitor accommodation.

Equipment & Financial Responsibilities:

- Purchase and supply of consumables for the Executive Office and Sites where required.
- Provide on time and accurate information on all purchases to the Finance Team.

Behaviours on which all members of Executive are assessed

- A co operative and supportive member of the Executive Team.
Example – supporting other Executive members; following through on Executive decisions.
- Loyalty to the organisation and the Executive team.
Example – actively supporting the decisions of the Partners.
- Respect for other Executive team members.
Example - listening to the opinion of others.
- Ensuring that the confidentiality of information and discussions is maintained.
Example – treating information obtained through the executive position in accordance with CIG confidentiality policy.
- Actively supporting and promoting CIG’s vision mission and values both internally and externally.
- Ensuring a safe, healthy and enjoyable workplace for patients, staff and visitors attending Canberra Imaging Group.



SELECTION CRITERIA

Key Criteria (must be met):

- Demonstrated experience in providing administrative support to a CEO and/or Senior Executive.
- Ability to liaise with a range of internal and external stakeholders.
- Excellent verbal and written communication skills, well developed time management, and sound organisational skills.
- Experience in the compilation of accurate and on time papers for a wide range of committees.
- Ability to work transparently as part of a team and to respond to directions from senior management.
- Demonstrated ability to support a culture that encourages positive and ethical working relationships and a safe working environment.
- Knowledge and use of the Microsoft Office suite at an advanced level.
- Ability to maintain confidentiality at all times.

Desirable Criteria:

- Experience working in administrative positions in a hospital, university or customer service setting.

APPLICATION INSTRUCTIONS

Your application should include:

- A covering letter stating the position for which you are applying and how you meet the key selection criteria given above.
- A copy of your current resume including:
 - A summary of your work history commencing with your most recent employment with dates of employment; company names and position titles.
 - Details of your qualifications.
 - Name and contact details of 2 current referees.

Enquiries can be directed to:

Debra Jones on (02) 6203 2053 or djones@cig.com.au

Applications should be emailed to:

jobs@cig.com.au

Applications must be received by close of business: Monday, 6th February 2012