

Administrative Coordinator

Reports to	Director Supply Chain Surety
Band Level	Band 4, HPV Enterprise Agreement 2018

Position Summary

Reporting to the Director Supply Chain Surety, the Administrative Coordinator will provide comprehensive administrative support to enable the Supply Chain Surety team to effect sustainable supply chain reform across the Victorian health care sector.

Specific Duties and Accountabilities

- Provide comprehensive administrative services for the scheduling meetings with a variety of external stakeholders.
- Prepare and provide documentation (agendas/slide packs) to internal / external team members.
- Create meeting agenda, take minutes of meetings, and follow up on status of risks and actions.
- Draft reports, reporting dashboards or briefing papers for key stakeholder including HSV (Board), the Department of Health, health services, clinical advisory groups, other jurisdictions, suppliers, and other industry stakeholders to and liaise with the Communication team as required for strategic advice and support.
- Research and provide reporting to appropriate internal and external stakeholders about trends and events that may cause disruptions in global supply chains and impact Victorian public health services.
- Facilitate communication between state government, health services, advisory groups and other agencies to ensure a smooth and timely communication.
- Be a key interface with Finance, Risk and Governance for matters related to purchase order, preparing and monitoring budgets etc. on behalf of the Supply Chain Surety team.
- Act as point of contact for Supply Chain Surety team internally and externally.
- Support and assist with various projects as required.

Leadership

- Foster a workplace culture that is consistent with HSV's organisational culture emphasising organisational values.
- Maintain strong lines of communication, both formal and informal, with key stakeholders to ensure the smooth operation of the organisation.
- Support organisational change and growth as requested to assist HSV in fulfilling its legislative functions in line with its Corporate Strategy.

HSV Values and Cross Functional Collaboration

- Establish and maintain strong working relationships with key individuals and groups across HSV's stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HSV's values.
- Represent HSV in appropriate forums to strengthen relationships and improve mutual understanding.
- Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives.
- Value the contribution of our internal and external stakeholders and contribute beyond our own tasks to achieve organisational goals and demonstrate this in goal setting.
- Uphold HSV values:
 - We are customer-focused; we focus on customer and patient outcomes
 - We keep it simple; we strive for efficient and effective ways to achieve our goals
 - We are collaborative; we work as a team toward common goals
 - We take responsibility; we challenge the status quo. We are responsible for our behaviours, actions, and results
 - We inspire confidence; we do the right thing. We are open, honest, and trustworthy

Data Security

- Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to a Manager or the IT Operations team.

While the principal duties of this position are as above, the post holder may be required to undertake other duties from time to time.

Qualifications and Experience Required

Academic	<ul style="list-style-type: none">• Tertiary qualifications in a relevant discipline are desirable
Experience	<ul style="list-style-type: none">• Proven experience of providing administrative, business support/coordination, and partnering with subject matter experts to deliver outcomes.• Experience in drafting and generating regular communication for a range of audiences.• Proven experience in working to deadlines and managing tight and/or conflicting timeframes.• Knowledge of public sector management processes is desirable.• Advanced working knowledge of all Microsoft Office Programs including PowerPoint.

Personal

- Outstanding written and verbal presentation skills, with high levels of attention to detail, a focus on excellence and professionalism.
- Excellent time management skills, flexibility, and the ability to work well under pressure.
- Strong stakeholder communication skills including the ability to work effectively with colleagues and engage and influence stakeholders.
- Ability to take direction and work unsupervised and with initiative to proactively identify and implement improvements.
- Ability to demonstrate professional initiative and exercise sound judgement.
- Ability to manage multiple projects within set deadlines to a high standard.
- Ability to uphold ethical standards and values, and to act with integrity and confidentiality.
- Excellent interpersonal skills, including an ability to influence others with diplomacy, tact, and discretion.