



Mackay Division of General Practice Ltd

43 Evans Avenue, Mackay Qld 4740

Tel: 4953 4491 Fax: 4953 4681

Email: admin@mackaydgp.com.au

Website: www.mackaydgp.com.au

ABN 21 062 930 385

POSITION DESCRIPTION

1.0 Position Overview

- 1.1 Position Title: Office Manager
- 1.2 Organisation: Mackay Division of General Practice Ltd
- 1.3 Appointment: 12 months contract at 26 hours per week (three month probationary period)
- 1.4 Reports to: CEO
- 1.5 Salary: Up to \$25 per hour - commensurate with experience **plus** FBT exempt salary packaging option available after probationary period (and statutory superannuation contribution).
- 1.6 Method of Work The responsibilities will be carried out in accordance with the Division's policies and procedures (as amended from time to time), as directions by the Division for the method of carrying out of work (but do not comprise terms of the employment contract).
- 1.7 Location: Mackay

2.0 Position Objective

- 2.1 Responsible for effective financial and administration management of the internal operations of the business.

3.0 Key Responsibilities

- 3.1 Oversee the effective and efficient management of the organisation internal operations including personnel management, continuous quality improvement cycle, internal

financial management, and administering the communication and information technology systems.

- 3.2 Supervise the administration team and ensure effective administrative support for the health programs and projects team.
- 3.3 Collaborate with the allied health team to ensure appropriate administration of the allied health services (including referrals, bookings, and establishing, up-dating and monitoring of agreements, sub-contractors and leases for the organisation).
- 3.4 Provide advice to the CEO on potential improvements in the organisations systems (human resources, financial, information) and implement changes.
- 3.5 Perform other relevant duties as directed.

4.0 Qualifications/Abilities/Skill/Experience

- 4.1 An appropriate tertiary qualification, or competencies that would have been gained through relevant experience in office management
- 4.2 Demonstrated significant skills in utilising relevant office software, and other modern office communication systems and technology.
- 4.3 A demonstrated ability to lead and supervise a team which is providing administrative support for tertiary qualified professionals.
- 4.4 High level of knowledge and experience in financial, personnel, and administration of the internal operations of an organisation.
- 4.5 Demonstrated oral communication and interpersonal skills, to enable effective liaison, negotiation and interaction with staff, general practitioners, their staff, and other health professionals. This includes demonstrated integrity, sound judgement and a respect for confidentiality
- 4.6 A current Queensland motor vehicle driver's licence.

5.0 Personal Qualities

- 5.1 A personalised and caring attitude.
- 5.2 A commitment to the values and aspirations of the organisation.
- 5.3 Some out-of-hours work will be required.

5.4 Possession of integrity, tact, and discretion, as well as being reliable in meeting deadlines and commitments.

6.0 Selection Criteria

Address all the points in section 4.0 Qualifications/Abilities/Skill/Experience.

7.0 Your Application

Your application should address all of the Selection Criteria and be forwarded to the Division office together with a current resume and the names and telephone numbers of two referees, at least one of whom must be a previous employer. (Referees will **not** be contacted until after a candidate has been interviewed).

Applications should be marked 'Confidential' and addressed to the Chief Executive Officer, Mackay Division of General Practice Ltd, 43 Evans Avenue, Mackay Qld 4740 or email admin@mackaydgp.com.au

Should you require further information please contact Christian Grieves on telephone 4953 4491.

Please note: Canvassing of the Company's GP Board Members will automatically disqualify any applicant.

Christian Grieves
Revised 24/08/06