

## Position Description

<b>POSITION TITLE:</b>	<b>Administrative Assistant</b>
<b>REPORTS TO:</b>	<b>Office Manager</b>
<b>EMPLOYMENT TYPE:</b>	<b>FULL TIME</b>
<b>EMPLOYMENT STATUS:</b>	<b>Ongoing</b>
<b>CLASSIFICATION:</b>	<b>Level 2</b>
<b>DATE REVIEWED:</b>	<b>June 2025</b>

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### Team Overview

The Operations and Innovation Team is based in Carlton at the BreastScreen Coordination Unit (BCU) and is responsible for:

- Asset and Capital Management
- Coordination and management of BSV's Innovation agenda
- Environmental sustainability
- Facilities management
- Finance and Budgeting
- People and Culture
- Policies, Procedures and Compliance
- Project Management
- Risk management
- Service provider contract management, including statewide capacity management

It also supports the Chief Executive Officer in strategic planning and corporate governance obligations.

### Role Objective

The Administrative Support position will provide administration assistance to the Executive team, Clinical Directors, and Manager Policy and Research and assist the Executive Assistants. The position will also be the first point of contact for employees, contractors, and visitors to the BCU in Carlton, sitting at reception.

**Key Responsibilities – Include but not limited to:**

	Key Responsibility	Key outcomes (n/a until appointed)
1	<p>Provide administrative assistance to Executive, Clinical Directors and Manager Research and Policy, working in conjunction with Executive Assistants to complete tasks including:</p> <ul style="list-style-type: none"> <li>• Updating forms, maintain documents and complete minor reports.</li> <li>• Secretariat support for executive committees as required, and under direction including BSV Research Advisory Committee</li> <li>• Coordinating meetings</li> <li>• Filing</li> <li>• Assisting in general duties</li> </ul>	
2	<p>Provide Reception and Office Support to BSV including:</p> <ul style="list-style-type: none"> <li>• Welcoming and greeting staff, contractors, and visitors</li> <li>• Ensuring all contractors and visitors sign-in</li> <li>• Answer phone calls</li> <li>• Meeting preparation – room set-up, ordering catering</li> <li>• Ordering of kitchen supplies and arranging appliance/equipment maintenance</li> <li>• Stationary and supply orders</li> </ul>	
3	Other duties as requested	

## Level of Supervision and Independence

As a level 2 employee, as per the BSV Enterprise Agreement, it is expected that the incumbent will have appropriate knowledge of the functions of BSV in order to carry out tasks for internal and external clients to meet team goals. Individual will be required to meet goals through the completion of individual work within a set work plan that identifies goals, results and appropriate timeframes.

The employee will receive specific instruction on work to be performed and have the work checked regularly. The ability to manage time effectively and develop work plans, as well as source and analyse information and use sound judgement to identify possible solutions is a requirement of the role.

## Key Behaviours

BreastScreen Victoria provides positive guidelines around key behaviours and values to ensure the work of all employees is effective, respectful and contributes to the positive culture of our organisation. Adherence to the BSV Performance Behaviours Dictionary, Code of Conduct and other relevant organisational policies and procedures is an ongoing requirement of the role.

## Key Selection Criteria

Academic Qualifications	
ESSENTIAL	DESIRABLE
Completion VCE or similar	Completed or working towards a formal qualification

Technical Abilities & Skills	
ESSENTIAL	DESIRABLE
Excellent administration skills and strong attention to detail.	Previous experience as a receptionist or Office Assistant or in a related field
Good organisational skills and ability to manage competing demands	
Computer literacy in Microsoft Word, Excel and Outlook	

Personal Abilities & Behaviours	
ESSENTIAL	DESIRABLE
Flexible	
Excellent interpersonal skills	
Good written and verbal communication skills	
Ability to work under limited supervision	
Ability to work effectively in a team environment	

## Relationships

INTERNAL	EXTERNAL
BCU Staff	Visitors
	Contractors

## Diversity & Inclusion

We are committed to promoting diversity, inclusivity and accessibility within our workplace, and encourage people from diverse communities and backgrounds to apply for roles at BreastScreen Victoria. This includes (but is not limited to): people from multicultural backgrounds; LGBTIQ+ communities; Aboriginal and Torres Strait Islander peoples; and people with disability.

BreastScreen Victoria have a number of policies, procedures and systems that promote inclusive behaviours throughout our workforce. They are all key indicators for successful performance in this role.

## About BreastScreen Victoria

### Our Program

BreastScreen Victoria reduces the impact of breast cancer and saves lives through early detection. We are a population screening program, which means we offer our service to the eligible group in the community proven to benefit most from breast screening.

Breast screening is known to be most effective by reducing breast cancer deaths and the impact of treatment among women in the 50-74 age group. The uptake of the program has led to better health outcomes and a reduction of the disease in Victoria and across Australia.

### Our program



The BreastScreen Victoria program is for women, including eligible trans and gender diverse people.



The program is for women with no breast symptoms.

**50-74**

BreastScreen Victoria invites women aged 50-74 to get a breast screen (mammogram), based on evidence that screening is most effective in this age group. The program is also open to women over 40.



A breast screen is recommended every two years.



Clients may be called back for further tests. This does not mean breast cancer is present; however, more tests may be necessary.

### How we deliver our program



The BreastScreen Victoria program is free.



A breast screen takes just 10 minutes.



No Medicare or doctor's referral is needed.

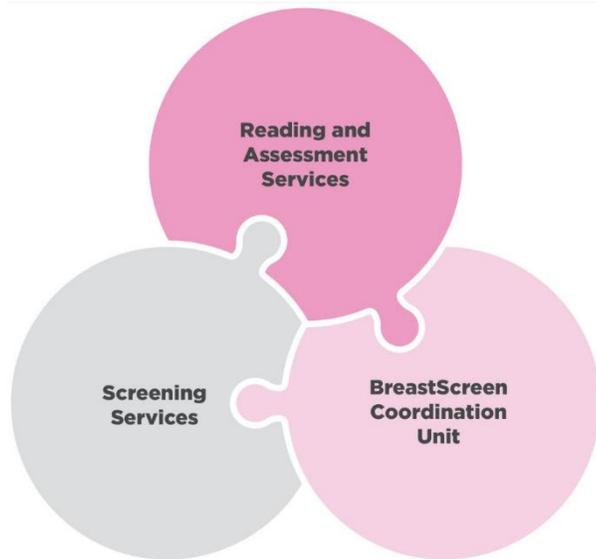


All breast screens are conducted by experienced woman radiographers.



Breast screening and assessment services are available across Victoria. Two mobile screening services provide screens in rural and regional communities.

## Our Services



At each of our 46 Screening Services, eight Reading and Assessment Services, two mobile screening vans and at the BreastScreen Coordination Unit—we work together as **One BreastScreen Victoria Team** to put clients at the heart of the work we do to reduce the impact of breast cancer and save lives through early detection.

BreastScreen Victoria is committed to ensuring our services are inclusive and accessible to all eligible Victorians. This means understanding and addressing the barriers that can stop certain communities from accessing breast screening.

We run targeted programs to increase breast screening in eligible Victorians who are Aboriginal and Torres Strait Islander, culturally and linguistically diverse, sexuality and gender diverse, have a disability, from low socio-economic areas and from remote and rural areas.

Delivering and improving our service is made possible through consumer engagement and client feedback. We gather feedback through surveys, focus groups, behavioural research and meaningful conversations with our Consumer Network.

We are contracted by the Victorian Department of Health to deliver breast screening in Victoria as part of the national breast cancer screening program, BreastScreen Australia (BSA), funded jointly by the Australian State and Territory Governments.

## *Strategic Plan 2021-2025*

Our clients are at the heart of everything we do. Working as one team with our network of services and dedicated staff we draw on client feedback to provide high-quality and inclusive care.

Through our Screening clinics, Reading and Assessment Services, Mobile Screening vans and BreastScreen Coordination Unit we aim to reduce the impact of breast cancer and save lives through early detection. BreastScreen Victoria's purpose and focus areas are set out in our Strategic Plan 2021-2025:

# STRATEGIC PLAN 2021-2025



## Client First

Clients come first in everything we do and we seek their contribution to the planning and delivery of a service that delivers a high-quality experience.

### GOALS

- 1.1 Our clients are satisfied with the service they experience at BreastScreen Victoria and continue to return to screen.
- 1.2 There are a broad range of opportunities throughout our network of services for consumers and clients to contribute feedback that informs our work.
- 1.3 Consumers and clients are actively engaged in the development and design of our programs and services.
- 1.4 We contribute to research that leads to improvements to the breast screening model.



## One BreastScreen Victoria Team

Our Screening Services, Reading and Assessment Services and BreastScreen Coordination Unit work as one, cohesive and integrated team with a shared vision and purpose focused on delivering the best possible health outcomes.

### GOALS

- 2.1 There is an alignment of values and purpose across the BreastScreen Coordination Unit, Screening Services, Reading and Assessment Services and all those involved in providing our service.
- 2.2 Our workforce is engaged and shares knowledge across all parts of our service.
- 2.3 BreastScreen Victoria is a place where people want to work—this includes our Screening Services, Reading and Assessment Services and the BreastScreen Coordination Unit.
- 2.4 We collaborate and have smart ways of working across all aspects of BreastScreen Victoria.

## FOCUS AREAS



## A High Quality Service

Continuous quality improvement is central to our work, ensuring the delivery of high-quality and evidence-based services that meet the needs of our clients throughout their experience with our service.

### GOALS

- 3.1 BreastScreen Victoria delivers a high-quality and effective service in line with National Accreditation Standards.
- 3.2 We have systems in place to share information and to drive quality improvement.
- 3.3 We collect and use the data and evidence required to continuously improve our service and the way we work.
- 3.4 We have reliable and effective technology in place across all aspects of our service.



## Supporting Diversity and Inclusion

We support diverse communities who may be less likely to come to BreastScreen so they can understand the importance of screening and improve their access to a culturally safe and inclusive service.

### GOALS

- 4.1 We gather evidence to understand the experiences of diverse consumers and clients.
- 4.2 BreastScreen Victoria is an inclusive service that is culturally safe and accessible to all consumers and clients.
- 4.3 Our diverse community understand the importance of population based breast screening.
- 4.4 We collaborate with partner organisations to help us reach and engage diverse breast screening groups.



## Understanding and acceptance of Position Description

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Name: \_\_\_\_\_