



## Job Description

POSITION TITLE:	DATA ENTRY ADMINISTRATIVE ASSISTANT
LOCATION:	SAHMRI, North Terrace
REPORTS TO:	ANZDATA Project Manager
DEPARTMENT:	ANZDATA Registry

### PURPOSE AND SCOPE OF THE POSITION

The Data Entry Administrative Assistant is responsible for the provision of an efficient administrative service to the ANZDATA Registry. The incumbent will be responsible for accurate and timely data entry and collation of information from contributing units throughout Australia and New Zealand.

Reporting to the Registry Manager the position will also work closely with all members of the Registry team including Administrative and Data Entry personnel. The role will also interact with a range of external stakeholders including all members of the health care teams across various agencies within Australian States and Territories and New Zealand from whom data is provided.

### KEY RESPONSIBILITIES

The specific duties include:

- Undertaking accurate data entry and assisting with analyses of information, maintaining security and confidentiality of all patient data.
- Assist with the distribution of annual survey sheets to intrastate/interstate and overseas hospitals when required.
- Undertaking the pre-printing and distribution of various data forms to intrastate, interstate, and overseas hospitals
- Assist with processing and distribution of incoming documentation to the Registry.
- Distribution of the Annual Reports for Australian and Worldwide distribution and Hospital specific reports to all participating hospitals.
- Receiving and distributing or redirecting correspondence, ensuring that all work is completed in a timely and accurate manner.
- Ensuring incoming phone calls are always handled in a professional manner and redirecting to the appropriate person when not able to deal with the inquiry personally.
- Attend and participate in meetings, staff appraisal, and staff development activities.
- Support the ongoing activities of registry operations and the projects and administrative team.
- Take reasonable care to protect your own health, safety, and welfare at work and avoid affecting the health and safety of any other person at work.
- Participate in the implementation of the Institute's Work, Health and Safety Management System, and related laws, regulations, and guidelines.
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**.



### SPECIAL REQUIREMENTS

- Some out-of-hours' work may be required.
- DCSI Employment Screening and Police Checks may be required.

# Person Specification

## QUALIFICATIONS

Completion of administration/management certificate/diploma or equivalent (desirable).

## EXPERIENCE, KNOWLEDGE AND SKILLS

- Experience in clinical data entry
- Experience with Microsoft applications
- Good numeracy, spelling, and grammar skills.
- High standard of interpersonal and communication skills and the ability to work in a multidisciplinary team.
- Proven ability to work independently and be resourceful.
- Proven ability to work under pressure and to produce work of a high standard.
- Proven ability to set priorities and achieve agreed work objectives.
- Demonstrated ability to readily assimilate new information and procedures and react positively in implementing change.
- Proven ability to work in a team environment.
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
  - **Excellence** – Bold, Driven, Dynamic
  - **Innovation** – Persistent and Focused
  - **Courage** – Collaborative and Enabling
  - **Integrity** – Embrace Diversity, Demand Equity
  - **Teamwork** – Friendly, Fast, Flexible, Fun