

Administration Officer

With a number of dynamic, world class initiatives currently in progress, there has never been a better time to become an Administration Officer with Queensland Health.

What do Administration Officers do?

The prime responsibility of an Administration Officer is to provide essential business services to the clinical staff of population health. Administration Officers achieve this by designing, coordinating, implementing and evaluating a range of activities that are targeted at effective and efficient service delivery.

Administration Officers can work across a broad range of population health areas, or specialise in a particular area or on a particular issue.

Examples of the type of work an Administration Officer might do include:

- Provide financial management and business management services
- Undertake project work
- Reception
- Executive support
- Development of alternative service models to meet changing population health needs.

In instances where Administration Officers focus on particular issues or area like those outlined above, the job title may vary to better reflect the role. For example, instead of Administration Officer, their job title might be Business Manager or Project Officer.

Entry Level Qualification for Public Health

Entry to the beginning administration officer level can be undertaken with many different types of education From high school certificate to university bachelor.

Administration Officers in Population Health are employed under the *District Health Service Employee Award (State) 2003*.

Want to learn more?

Find out how you can make a real difference to the health of the community as an Administration Officer. For more information on a rewarding and exciting career in Population Health visit us at:

www.health.qld.gov.au/phcareers