



## Newly created role - exciting career opportunity with Adventist HealthCare

### Program Support Officer – Innovation Hub

Location – Sydney Adventist Hospital, Wahroonga, New South Wales

- Full time role
- A caring and identifiable culture
- Competitive remuneration and conditions
- Salary packaging program (subject to ATO conditions)
- On-site parking available

Adventist HealthCare Limited is a not-for-profit organisation operating a group of healthcare businesses including the organisation's flagship entity, Sydney Adventist Hospital (The San) based in Wahroonga, NSW. Our other businesses include San Day Surgery Hornsby, San Radiology and Sydney Adventist Hospital Pharmacy.

Employing approximately 2,400 staff members, and working with approximately 1,080 accredited medical practitioners and 470 volunteers, Adventist HealthCare Ltd (AHCL) makes caring for our patients needs our first priority.

We are excited to launch our new Innovation Hub here at Adventist HealthCare. The Innovation Hub is an integrated Program Office designed to continually improve the performance of the hospital and future proof the organisation. It is committed to enhancing patient experience, clinical care and operational performance.

We are seeking to recruit a Program Support Officer to join the Innovation Hub team. This role will form a key part of the team supporting the programs and the ongoing delivery of projects across AHCL.

The role will be responsible for providing administrative support and customer service for the Innovation Hub and its associated projects and activities.

The following criteria are essential for this role:

- Minimum 2 years office administration experience
- Demonstrated Microsoft Office Skills – Outlook, Word, Excel, PowerPoint
- Proven effective communication skills dealing with a wide range of stakeholders
- Demonstrated organisational and planning skills

Desirable criteria:

- Formal qualifications in a relevant field
- Previous experience in the Healthcare industry
- Previous experience in a similar role or projects experience

Applications including a covering letter addressing the essential and desirable criteria and up to date curriculum vitae should be forwarded to Deanne Portelli, Senior Program Manager at [Deanne.portelli@sah.org.au](mailto:Deanne.portelli@sah.org.au) Should you wish to make an enquiry or have an informal discussion prior to applying, please contact Deanne Portelli on 0429 023 252 or email [Deanne.portelli@sah.org.au](mailto:Deanne.portelli@sah.org.au)

Applicants must have the right to work in Australia. Applications from agencies will not be reviewed.

Applications will close at midday on Friday 24 November 2017. We look forward to hearing from you.