



POSITION DESCRIPTION

Position Title: ASSISTANT TO MEDICAL DIRECTOR/MEDICAL TEAM
Reports to: MEDICAL DIRECTOR
Date: January 2009

PURPOSE OF THE POSITION

To provide administrative support and assistance to the Medical Director and Medical Team.

The position is 40 hours per week, however some flexibility in hours based on the Medical Director's workload will be required.

Some travel may also be required.

PHARMAC'S OBJECTIVE

PHARMAC's objective is to secure, for eligible people in need of pharmaceuticals, the best health outcomes that are reasonably achievable from pharmaceutical treatment and from within the amount of funding provided.

DIMENSIONS AND AUTHORITIES/PLACE IN THE ORGANISATION

This position is a member of the Medical Team, reports to the Medical Director, with day to day liaison being with the Team Leader. The Assistant to Medical Team is also a member of the PHARMAC Support Team and works with other Support Team members to ensure provision of effective administrative support to PHARMAC overall.

RELATIONSHIPS

The Assistant works primarily with the Medical team but also with all PHARMAC staff, members of PHARMAC committees, sub-committees, panels, the PHARMAC Board; and interacts with external suppliers and service providers.

KEY ROLE REQUIREMENTS

All support and administration activities are important to the role, whether directly undertaken or managing/coordinating activity. The requirements set out below are key; but do not in any way limit the ambit of activity the role is responsible for.

Assistance to the Medical Director

1. *Manage the Medical Director's correspondence and communications*

- Provide support to facilitate effective communications between the Medical Director and PHARMAC staff.
- Monitor email flagging potential issues where necessary.
- Ensure the Medical Director reviews all relevant correspondence.
- Manage responses to correspondence using *Objective* electronic document management system.
- Ensure correspondence is filed appropriately as needed.
- Type dictated responses for the Medical Director as needed.

2. *Manage the Medical Director's diary*

- Effectively managing the Medical Director's diary and appointments.
- Arrange meetings with internal and external parties as requested.
- Ensure that the Medical Director has all relevant materials prior to meetings.
- Arrange travel/accommodation for the Medical Director as required.

Assistance to Medical Team

1. *Provide administrative support to medical team*

- Assist members of the medical team with document management.
- Assist with arranging medical committee meetings as requested.
- Copy and distribute documents.
- Book travel and accommodation as requested.
- Provide support for the medical team in performing day to day tasks for high cost treatment panels.
- Process automatic applications and approvals for high cost treatment panels.

Other administrative support

- Assist with other aspects of administrative support as needed, such as cover for reception and other support team staff.

IDEAL PERSON SPECIFICATION

(Competencies, Skills and Experience)

- Experience in a support role to a Senior Manager.
- High professionalism and service orientation.
- High integrity, including treating confidential information appropriately.
- High initiative to seek out work in order to assist other team members including the ability to identify and solve problems.

- Excellent relationship management skills and ability to work effectively with others while under pressure.
- Comfortable with medical technical language.
- Competent with all major computer packages such as Microsoft Word, Excel and PowerPoint.
- Strong communication skills with the ability to write clearly and concisely.
- Ability to prioritise and work within timeframes.
- Accuracy and attention to detail, with a mindset of 'do it once do it right'.

PHARMAC VALUES

PHARMAC expects all of its employees to champion its organisational values and contribute to making PHARMAC an even greater place to work. PHARMAC'S values are set out below.

Time is valuable, so let's **MAKE IT HAPPEN** through commitment and initiative. Through developing ourselves and our organisational capability (including systems and processes), we'll continually strive to make high quality, timely decisions.

We play **ABOVE THE LINE**: firm but fair, compassionate, constructive and welcoming of challenge to bolster the quality of our work. By taking personal responsibility, we'll build sustainable relationships to achieve outcomes sensitive to others' perspectives. Our actions and behaviours will support the highest standards of professionalism and integrity.

WE ADD VALUE – We'll learn lessons from experience, take managed risks, and use strategic and innovative thinking to remain "best practice". We're anything but complacent, knowing that comfort is the enemy of learning and sustained success. Productivity-focussed, we'll think "keep, stop, start".

UNITY – Only when we work well with, and look out for, each other (in and across teams) will we achieve best results. Our success also depends on working well with our stakeholders: we'll do all we can to engage and collaborate effectively.