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Related jobs

There is currently 1 job listed by Health Care Complaints Commission, Office of the

Assessment Support Officer

Organisation / Entity:	Health Care Complaints Commission, Office of the
Job category:	Investigation
Job location:	Sydney Region / Sydney City
Job reference number:	00009K7W
Work type:	Full-Time
Number of positions:	2
Contact:	Ursula Armstrong
Contact email:	uarmstrong@hccc.nsw.gov.au
Closing date:	25/04/2023 -11:59 PM



The Health Care Complaints Commission is looking for passionate members to join our Assessments Team!

We have 2 Assessment Support Officer positions available.

Do you want to be a part of a meaningful organisation that plays a central role in maintaining the integrity of the NSW health system?

Do you have strong communication and interpersonal skills? Are you a highly organised person who meets deadlines who is passionate about making a difference? If yes we would love to hear from you!

What will you receive in return?

- Fantastic Temporary up to 12 month Clerk 3/4 opportunity
- Salary range from \$75,992 - \$83,211 plus superannuation and annual leave loading
- Flexible working arrangements
- Great Office and office facilities walking distance from Central station
- Access to our wellbeing initiatives such as Fitness Passport, Headspace subscription and more!
- Access to unique growth and development opportunities

ABOUT THE HCCC?

The Health Care Complaints Commission (HCCC) is an independent statutory body (set up under the Health Care Complaints Act 1993) that plays a central part in maintaining the integrity of the NSW health system, with the overarching consideration of protecting the health and safety of individuals and the community.

ABOUT THE ROLE

The Assessment Support Officer will assist in the effective and timely management of complaints received by the commission through administrative support of matters that can be immediately assessed (upfront assessments) and/or informal FastTrack

Assessment of complaints.

To learn more about the position, please view the [Role Description](#) here.

ABOUT YOU:?

- Driven and motivated with experience providing support to high level and high volume decision making forums
- Confident and practises sound judgement, and ability to display empathy while remaining objective and impartial
- A robust communicator with strong written and verbal communication skills, and ability to tailor communication to various stakeholders.
- Always striving for excellence with demonstrated organisation skills and ability to effectively prioritise tasks.

ESSENTIAL REQUIREMENTS:

All employees of the organisation are required to be double vaccinated from COVID-19 or have an approved medical contraindication certificate, in line with the public health order. You will be required to provide a record of your COVID-19 vaccination status if successful.

HOW TO APPLY

Applicants are required to submit an online application. This will include:

- Current resume / curriculum vitae (CV) (maximum 5 pages)
- Cover letter outlining your relevant skills and experience (maximum 2 pages)

The selection process will include a comparative assessment to assist in determining your suitability for the role. This will include a behavioural based interview and online testing.

A talent pool may be created from this recruitment action for ongoing and temporary roles of the same work classification that may become available for filling over the next 18 months.

The successful applicant will be required to complete a Background Verification Check which includes a National Police Check (Criminal History), qualification check, and Working with Children's Check.

Closing Date: 11:59, Tuesday 25 April 2023

ADDITIONAL INFORMATION

For any questions about the position, please contact Ursula Armstrong on?
uarmstrong@hccc.nsw.gov.au

For any questions about the recruitment process, please contact HCCC People & Culture at? people@hccc.nsw.gov.au

For more information about Employment at HCCC please follow this link:?
www.hccc.nsw.gov.au/About-us/Employment???

The Commission is an Equal Employment Opportunity Employer.



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