



## Job Description

<b>Name</b>	Vacant
<b>Job Title</b>	Project Officer – Low cost Spectacles Scheme
<b>Division</b>	Indigenous Program
<b>Position type</b>	Full time based in Darwin office – servicing the Northern Territory
<b>Reporting &amp; working relationships</b>	This position reports directly to the Deputy Manager – Indigenous Program and is supervised by the Eye Health Program Manager.
<b>Date</b>	February 2010

<b>Role summary &amp; time allocation</b>	<b>% time</b>
<p>This role is to provide effective reception and administrative support functions to ensure the efficient day to day operation of the Eye Care Database and the Low Cost Spectacle Scheme. Major responsibilities include:</p> <ul style="list-style-type: none"> <li>• Maintenance of all records including eye-care databases and correspondence</li> <li>• Provide administrative support to the Top End Eye Health Project Coordinator</li> <li>• Assist in the provision of research statistics for program reports</li> <li>• Liaise with customers and the dispensing contractors for the Low Cost Spectacle Scheme</li> <li>• Manage ongoing updates and IT installations with regards to Database maintenance</li> <li>• Other duties as required</li> </ul>	<p>40%</p> <p>20%</p> <p>15%</p> <p>15%</p> <p>5%</p> <p>5%</p>
<b>Total</b>	<b>100%</b>

<b>Responsibilities and related tasks</b>	<b>Performance objectives</b>
<p><b>Maintenance of all records including eye-care databases and correspondence</b></p> <ol style="list-style-type: none"> <li>1) Prepare and categorise correspondence and maintain information resources relating to eye health and other reference material as well as maintain contact lists.</li> <li>2) Develop and populate Eye Care Database.</li> <li>3) Register and maintain paper-based and digital information systems and databases.</li> <li>4) Register travel records, prescriptions and diagnosis.</li> </ol>	<p>Ensure that all documentation is well organised both in digital and hard copy information systems.</p> <p>Effective management of exclusive database system and information.</p> <p>Provide a coordinated administration service to populate</p>

	the database that is discrete, effective, and efficient, in a timely manner with a high degree of accuracy.
<p><b>Provide administrative support to the Top End Eye Health Project Coordinator</b></p> <p>5) Coordinate the effective flow of information and communication by liaising with Top End Eye Health Project Coordinator, the internal and external organisations, government and non-government stakeholders.</p> <p>6) Provide a high level of confidential secretarial assistance to Top End Eye Health Project Coordinator.</p>	Friendly, efficient and effective communication of information relevant to stakeholder enquiry
<p><b>Assist in the provision of research statistics for program reports</b></p> <p>7) Assist in researching health related material sought through the media, internet and published materials.</p> <p>8) Filter data to provide statistical information by report writing.</p>	Provide valuable resource support to Indigenous Programs in relation to researching reference and other material.
<p><b>Liaise with customers and the dispensing contractors for the Low Cost Spectacle Scheme</b></p> <p>9) Respond accurately and promptly to customer enquiries as to progress of spectacle orders.</p> <p>10) Maintain current dispensing and ready made spectacle contracts.</p> <p>11) Order and control stock levels for Low Cost Spectacle Scheme.</p> <p>12) Process spectacle orders and payments for prescriptions provided by optometrists through the Scheme.</p> <p>13) Facilitate delivery of spectacles to relevant Community Health Centre.</p>	<p>Provide accurate and prompt responses to all customer enquiries regarding orders.</p> <p>Keep well organised stock of spectacle supplies.</p> <p>Ensure prescription spectacles are processed and delivered within agreed timeframes.</p>
<p><b>Manage ongoing updates and IT installations with regards to Database maintenance</b></p> <p>14) Undergo necessary training in database systems to allow modification to information systems.</p> <p>15) Liaise with IT support staff in regards to IT updates.</p>	Ensure that information effectively flows throughout network of partner organisations and key people involved in Outreach Optometry Service.
<p><b>Other duties</b></p> <p>16) Other duties as required.</p>	Performance measures will be

17) Understand and comply with Policies and Procedures Manual. 18) Undertake training as requested by Manager.	agreed when other duties arise. Full compliance with Policies and Procedures Manual.
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Authorised by HR Manager

Victoria Lipa

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Date

***This job description defines the broad responsibilities of this position. Please refer to the workplans for more specific details of the strategies and performance indicators.***