

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Recruitment Coordinator – Junior Medical Staff, Eastern Health
<b>Award Classification:</b>	HS3
<b>Award / Agreement Name:</b>	Victorian Public Health Sector (Health and Allied Service, Managers and Administrative Officers) Multiple Enterprise Agreement
<b>Position Reports to:</b>	Recruitment Lead – Junior Medical Staff

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



## **1. POSITION PURPOSE**

This position is responsible for the efficient and effective recruitment of medical staff to fulfil organisational vacancies. Also to ensure all Medical Staff and Eastern Health are compliant with the relevant organisational and statutory obligations.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

To work cooperatively within and outside of the MWU to create a culture of good “customer service” towards the whole of the Eastern Health workforce, including the medical staff, and to external customers.

### **Specific Responsibilities:**

- Assist in the coordination and completion of the JMS annual bulk recruitment intake.
  - Including creation of eMercury requests, interview preparation, on-boarding, identification of relevant AHPRA/Visa requirements
  - Compete the contracting on boarding and variations for all new medical staff appointed to Eastern Health
  - Collaboratively work with the BPT Coordinators with post-match recruitment activities of all BPTs such as contracting, on boarding paperwork, variations, identification of relevant AHPRA/Visa requirements
- Actively participate in the PMCV match for Interns, and HMO2's
  - Contribute to strategic recruitment campaigns in order to attract the highest quality applicants
- Coordinate any adhoc recruitment required throughout the year.
- Participate and help with administrative activities related to orientation, bulk night interviews, other interviews etc (including participating on interview panels)

### **Other Responsibilities:**

- Contribute to maintaining the accuracy and currency of the medical staff databases, in particular the recruitment tracker.
- Cover and support the activities of other members of the MWU as required.
- Ensure that relevant International Medical Graduates (IMG) comply with the requirements outlined by AHPRA and the Medical Board of Australia in close collaboration with the Compliance Coordinator – AHPRA/Visa
- Ensure that all relevant EH medical staff credentialing and regulatory details are accurately maintained on the relevant databases.
- Provide assistance for the BPT3 clinical exams
- Display Eastern Health's values when liaising externally with candidates and other external stakeholders
- Represent the MWU and complete ad hoc tasks across all campuses at Eastern Health from time to time
- Additional projects as identified from time to time.
- Additional administrative activities and duties as identified from time to time

### **3. SAFE PRACTICE AND ENVIRONMENT**

#### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

### **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

### **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

### **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

### **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate

discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## **8. PERFORMANCE DEVELOPMENT**

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## **9. EASTERN HEALTH'S PROMISE**

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

## 10. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachment 2 Key Performance Indicators

## 11. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager

### INCUMBENT STATEMENT

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

<b>Position Title:</b>	Recruitment Coordinator – Junior Medical Staff, Eastern Health
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#### Essential

- Well-developed organisational and time management skills
- Highly developed communication skills – written and verbal
- Well-developed interpersonal skills and telephone manner
- Demonstrated understanding of customer service of internal and external customers, and is committed to effectively meeting their needs in a helpful and professional manner with sensitivity and understanding, whilst maintaining strict confidentiality.
- Initiative and the ability to work both independently and in a team environment.
- Attention to detail.
- Proficient in the use of Microsoft Office applications (Word, Excel, Outlook).
- Demonstrated ability to juggle multiple tasks and issues simultaneously.

#### Desirable

- Experience in a complex, multi-site, 24 hour, 7 day per week organisation.
- Previous experience in or demonstrated understanding of the healthcare industry.
- Understanding of the AHPRA and Visa processes for medical practitioners in Australia
- Basic knowledge of the hierarchy of Doctors in the Public Health System.
- Basic knowledge of the relevant Colleges who award Fellowships to Consultant Medical Staff.

**ATTACHMENT 2**  
**KEY PERFORMANCE INDICATORS**

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**Key Performance Indicators:**

- All AHPRA registrar, fit2work checks and WWC checks are verified on commencement and status checked weekly.
- All JMS bulk recruitment advertisements are released by the beginning of July each year.
- On-boarding finalised for commencement of all junior medical staff according to the schedule
- Escalation of all Doctor in Training Agreements issues to the Recruitment Lead
- Completion Eastern Health iLearn courses allocated to you in a timely manner.
- Annual performance reviews with Recruitment Lead – Junior Medical Staff

**Aboriginal & Torres Strait Islander Candidates**

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)