

Eastern Health

POSITION DESCRIPTION

Position Title:	Senior Medical Workforce Co-ordinator
Award Classification:	HS3
Award / Agreement Name:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Position Reports to:	Team Leader – Senior Medical Workforce

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. *‘Being part of Eastern Health is being part of a welcoming team of healthcare experts’* is achieved through Eastern Health’s strategic goal of HEALTHIER TOGETHER.



1. POSITION PURPOSE

The Senior Medical Workforce Co-ordinator is responsible for administering all elements of recruitment and contracting for Senior Medical Staff. The role works collaboratively with other members of the Medical Workforce Unit, Talent Acquisition, Remuneration Services and the Director of Medical Services to deliver an integrated service for stakeholders who engage with the Unit.

Reporting to the Senior Medical Workforce Team Leader, the role will support implementation of strategies developed by the Medical Workforce Talent Acquisition Specialist and effectively maintain accurate recruitment and contracting databases.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Maintain all aspects of senior medical employment processes consistent with those required by Eastern Health and other professional bodies including:
 - Collaborating with the Medical Workforce Talent Acquisition Specialist to co-ordinate and conduct recruitment.
 - Hosting and actively participating in interviews.
 - Managing recruitment documentation records.
 - Ensuring contracts are accurately prepared and processed in alignment with new employment or variation commencement timeframes.
 - Onboarding via Eastern Health's recruitment and employee management platform.
- Ensure all contract components are signed according to signature delegation set out by the Chief Medical Officer, via the Team Leader – Senior Medical Workforce.
- Maintain accurate contract and Position Description templates in consultation with the Team Leader – Senior Medical Workforce, Director of Medical Services and hiring Managers.
- Liaise with the Credentialing and Compliance team to ensure medical staff meet professional registration, compliance check, credentialing, scope of practice and re-credentialing requirements.
- Liaise with the Payroll Support and Compliance team to ensure variations meet compliance and remuneration requirements aligned with contractual agreements.
- Contribute to maintaining the accuracy and currency of the Senior Medical Staff Databases and information that supports the preparation of reports.
- Effectively engage with stakeholders, providing a consistent and standardised approach.
- Liaise with the Immigration Officer to ensure senior medical staff hold the required working rights and Visa requirements.
- Maintain accurate medical staff records in Eastern Health's recruitment and employee management platform including Fellowship increments, Classifications and other related documentation.
- Process approved leave applications and update medical workforce records accordingly.
- Support the review and update of Practice Guidelines and Policies related to the Medical Workforce Unit.
- Generate and maintain contemporary local Standard Operating Procedures for the Senior Medical Workforce Unit and corresponding review requirements.

- Ensure the digital filing system is effectively maintained to support identification of documents required within the Medical Workforce Unit.
- Support orientation and training requirements in collaboration with the Medical Workforce Unit.
- Actively contribute to continuous quality improvement of systems and processes within the Medical Workforce Unit.
- Actively participate in the Eastern Health Daily Operating System Huddle and Medical Workforce Unit team meetings.
- Provide effective customer service for stakeholders engaging with the Medical Workforce Unit.
- Support processes and initiatives related to the Australian Council on Health Care Standards Accreditation including the National Safety and Quality Health Service Standards and other related requirements.
- Other duties as required within the scope of the role in alignment with Eastern Health's Strategic Plan.

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

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 Compensations (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.

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

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

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.

Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT	
<i>I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.</i>	
Signed: _____	Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- Tertiary qualification in Human Resources or Business Administration related field (or working towards).
- Previous experience in the healthcare industry or a Workforce Unit (Medical, Nursing or Allied Health).
- Demonstrated organisational and time management skills, including ability to manage competing priorities.
- Data literacy and embracing of health technologies and informatics including use of applications in the Microsoft Office suite.
- Highly developed communication skills and experience with stakeholder engagement.
- Demonstrated knowledge of the National Standards and Accreditation Standards and their application in the Workforce Unit and Eastern Health.
- Demonstrated knowledge of relevant Legislative requirements and Enterprise Agreement obligations and entitlements.
- Ability to travel and work across Eastern Health campuses as required to meet the position duties and responsibilities.
- Experience in the preparation and operationalisation of rosters and electronic roster systems.
- Ability to proactively provide support within a team environment.

Personal Attributes

- Exhibits behaviour which reflects the Eastern Health values
- Promotes and contributes to a supportive and engaged team environment
- Commits to providing a safe environment for all
- Respectful, collaborative and kind

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. 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