

Eastern Health

POSITION DESCRIPTION

Position Title:	Team Leader Operations Doctors in Training
Award Classification:	HS4
Award / Agreement Name:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Position Reports to:	Associate Director Medical Workforce Unit

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 Team Leader Operations Doctors in Training (TLODiT) is responsible for the coordination of operational activities related to the Doctors in Training program. The role provides leadership for the Operations Co-ordinators and partners with the Team Leader Recruitment Doctors in Training, the Administrative Assistant Doctors in Training Operations to achieve efficient and effective deployment of Doctors in Training.

The TLODiT will be responsible for establishing and maintaining the Junior Medical Workforce operational workflows, task prioritisation and accurate databases. The TLODiT supports strategic initiatives within the Unit and will be involved in a variety of projects connected with workforce sustainability.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Collaborate with the leadership team to allocate and evaluate portfolio workloads within the Unit.
- Ensure rosters generated by the Operations Co-ordinators meet legislative and organisational requirements and reflect the complex Doctors in Training planning requirements. Rosters must reflect clauses set out in the relevant Enterprise Agreement.
- Lead daily rostering requirements including tasks such as vacancy management, redeployment, roster swaps, application of approved overtime, leave and training to ensure Payroll compliance.
- Leadership and co-ordination of tools and databases that support effective roster planning and administration.
- Ensure Doctors in Training rostering systems and associated business continuity processes are maintained in accordance with organisational requirements.
- Co-ordinate stream planning, preferences and allocation of Doctors in Training in collaboration with members of the Medical Workforce Unit.
- Development and maintenance of the 'Master Roster' for Doctors in Training. Supporting amendments as required in collaboration with the Director of Medical Services and Heads of Unit.
- Liaise with the Compliance and Credentialing team to:
 - Ensure familiarisation with secondment contractual arrangements.
 - Determine if any Doctors in Training require roster adjustments due to credentialing or compliance matters.
- Collaborate with the Basic Physician Training (BPT) Co-ordinators to plan and finalise annual rotations for the BPTs as well as coverage required for Advanced Trainees.
- Collaborate with the Mental Health Program Co-ordinator and the Sub-Acute Program Roster Manager to provide support as required.
- Liaise with the Postgraduate Medical Education Unit regarding training requirements for medical staff and associated rostering.
- Facilitate the Medical Workforce Unit's session within the DiT orientation program.
- Participate in interviews hosted by the Medical Workforce Unit.

- Establish and maintain relationships with relevant internal and external stakeholders to support effective operation of the Medical Workforce Unit.
- Provide coaching and support to stakeholders and members of the Medical Workforce Unit within the scope of the role.
- Facilitate training sessions in the use of Eastern Health electronic workforce systems as required.
- Facilitate orientation of new employees as required.
- Represent Medical Workforce Unit in working groups and/or committees as required.
- Actively participate in Eastern Health projects as requested
- Lead 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.
- Demonstrate practice that aligns with legislative 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 _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

Position Title:	Team Leader Operations Doctors in Training
Award Classification:	HS4
Award / Agreement Name:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Position Reports to:	Associate Director Medical Workforce Unit

Essential

- Tertiary qualification in a Human Resources or Business Administration discipline (or equivalent).
- Previous leadership experience.
- Demonstrated experience in operationalisation of Junior Medical Workforce.
- 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.
- Ability to generate Unit activity reports.
- Highly developed communication skills and experience with stakeholder engagement.
- Demonstrated knowledge of the National Safety and Quality Health Service 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