

Position Description

| | |
|-----------------------------------|---|
| Position Title: | Medical Workforce Senior Coordinator |
| Reports to: | Manager Medical Workforce |
| Department: | Medical Workforce Unit |
| Directorate: | Medical Services |
| Cost centre: | P0904 |
| Code & classification: | HS5 – Administrative Officer Grade 5 |
| Employment conditions: | Victorian Public Health Sector (Health and Allied Services and managers & Administrative Workers) Single Interest Enterprise Agreement 2016-2020 and its successors, and GV Health Policies and Procedures (and as varied from time to time). |

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Medical Workforce Unit (MWU) provides a range of strategic and operational services to support medical staff at GV Health. The Medical Workforce Senior Coordinator is responsible for the day-to-day operations of the unit, allocating unexpected tasks to team members, providing support, expertise and upskilling to the MWU Coordinators. The Senior Coordinator will also work closely with the Manager Medical Workforce on advising, designing and implementing strategic and gold standard medical workforce practices. The Senior Coordinator will also take upon a portfolio of duties as delegated by the Manager Medical Workforce.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Lead the day-to-day operational duties of the MWU and undertake portfolio duties and tasks as assigned by the Manager Medical Workforce.
- Operationalise rosters and annual leave plans to provide adequate junior medical staff cover (organising locums where required), ensuring compliance with industrial obligations, budget requirements and the education and training needs of medical staff
- Be the second-in-charge for the Medical Workforce Unit and provide Manager Medical Workforce leave cover.
- Initiate, facilitate and participate in the development and review of policies and procedures relevant to the recruitment, engagement and operational management of medical staff
- Ensure that GV Health meets the requirements for accreditation of training by relevant statutory bodies and institutions

- Identify areas of redesign and facilitate appropriate courses of action, in consultation with the Manager Medical Workforce
- Undertake a portfolio of duties and tasks as directed by the Manager Medical Workforce and overseen by the Medical Workforce Senior Coordinator
- Coordinate advertising and recruitment drive, including writing and proof-reading advertisements and position descriptions
- Ensure requirements with the PMCV are met and are within required timeframes
- Coordinate the Intern and HMO yearly intake and the HMO and Registrar recruitment as required by GV Health
- Assisting the relevant Divisional Clinical Director/Clinical Director or other relevant senior Medical Staff with junior and senior medical staff recruitment, onboarding and offboarding
- Working closely with the Medical Workforce Senior Coordinator, determine the JMO classifications as per the relevant enterprise agreement and manage classification review requests.
- Facilitate regular rotations and annual leave planning and notify relevant departments, medical staff and seconding health services.
- Participate in the afterhours medical workforce on call roster, including an expectation to manage the on-call phone during business hours, triaging and managing matters as appropriate
- Adhering to secondment health service arrangements including external hospital timesheets and billing
- Ensure there is financial responsibility and accountability across the functions under the positions control and report on any variance where required.
- Provide point of contact for medical workforce queries.
- Coordinate the JMO rosters, including populating roster templates, reviewing rosters in line with GV Health requirements and management of the RosterOn system. The Officer will ensure:
 - Shifts are appropriately covered or alternative plans in place; that there is appropriate leave and cover arrangements in place especially, but not limited to, vacancies due to annual leave, exam/course/conference leave and long-term sick leave.
 - All rosters are prepared and distributed and where changes are required, are communicated to all relevant parties in a timely manner.
 - All rosters are prepared and posted within award requirements
 - All timesheets/Roster On processes are checked, coded and processed within required timeframes
- Ensure that leave planning, relevant administration and cover of medical staff is managed appropriately and effectively.
- Monitor JMO sick leave and overtime, processing and authorising relevant changes to RosterOn
- Provide accurate and timely consultancy and advice on employment processes, including job design, job evaluation, employment conditions, remuneration, benefits and contractual arrangements
- Review changes in legislation, regulations and industrial instruments, identify potential implications for GV Health and devise options/recommendations for consideration by the Manager Medical Workforce
- Gather, correlate and interpret medical workforce data and produce reports in relation to issues such as remuneration, overtime, leave etc for the medical workforce
- Establish and maintain accurate and complete medical workforce data
- Maintain files, records and registers in accordance with prescribed legislation, standards and guidelines
- Maintain accurate information, data and records on the intranet at all times
- Undertake other duties as directed by the Medical Workforce Manager and senior management consistent with the classification and scope of this position

KEY SELECTION CRITERIA

Essential:

- Relevant extensive experience leading and managing a team to deliver customer-focussed operational services and support
 - Advanced administrative skills
 - Team building and conflict resolution skills
 - Experience and knowledge of Australian visa, area of need and related Department of Home Affairs initiative
 - Experience and knowledge of APHRA regulations, including International Medical Graduates (IMGs)
 - Demonstrated understanding of the medical workforce environment, including the industrial and regulatory framework and Australian Curriculum Framework for junior doctors
 - Demonstrated understanding of the Medical Registration and Australian Medical Council process for both Local and International Medical Graduates
 - Demonstrated understanding of rostering and workforce management practices as they apply to a 24/7 medical workforce in an acute clinical setting
-

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
 - Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
 - Policies, processes and resources developed are 100% compliant with employment legislation, regulations and Government policy (as varied from time to time)
 - Maintenance of accurate and complete files, records and data
 - Continuous improvement of systems and processes to increase efficiency and reduce errors
 - Provision of timely, accurate and consistent information, advice and support
 - Protection of sensitive and confidential information obtained in the course of employment
 - Early referral of high risk/contentious issues to Manager Medical Workforce
-

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;

- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all pre-employment checks including but not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

| Medical Services | Medical Workforce Senior Coordinator |
|---------------------|--------------------------------------|
| Reviewed by: | Director Medical Services |
| Issue Date: | May 2025 |

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The **Goulburn Valley Health Strategic Plan 2024-2026** provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)