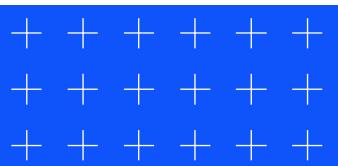


# Advancing health for everyone, everyday.

Could this be you?

Join The Royal Melbourne Hospital Team





Position Description

Medical Workforce Advisor





### THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

### **OUR VISION**

# Advancing health for everyone, every day.

### THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

## People First



Lead with Kindness



Together

Excellence



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

### **OUR PRIORITIES**

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

- 1. Be a great place to work and a great place to receive care
- 2. Grow our Home First approach
- 3. Realise the potential of the Melbourne Biomedical Precinct
- 4. Become a digital health service
- 5. Strive for sustainability





# **Position Description**

Position Title: Medical Workforce Advisor

Service: Clinical Governance and Medical Services

**Location:** Royal Melbourne Hospital, Parkville Campus

Reports To: Medical Workforce Manager, Director of Medical

Workforce and Education

Enterprise Agreement: Victorian Public Health Sector (Health and Allied

Services, Managers and Administrative Workers) Single

Interest Enterprise Agreement 2021–2025

Classification: HS3

**Employment Status:** Full Time

Immunisation Risk Category: Category C

**Date of Review:** February 2023

### **POSITION SUMMARY**

The Medical Workforce Unit comprises of three teams including the Doctors in Training, Recruitment and Contracting and Employee Services. The unit as a whole is responsible for the recruitment, credentialing, education and ongoing management and support of doctors at The Royal Melbourne Hospital. We are responsible for all employee functions and services – e.g. pay enquiries, rotations, rostering and leave management. We work closely with other administrative departments (e.g. People, Culture & Safety and Payroll), clinical units and external agencies (e.g. Medical Board of Australia, Department of Immigration, PMCV) and effectively act as a one-stop shop for medical staff within the organisation.

The purpose of this role is to undertake all operational functions related to the Employee Life Cycle of the Medical Workforce at Royal Melbourne Hospital. The role requires a high degree of skill and attention to detail, particularly related to recruitment, onboarding and data management. Depending on your portfolio, you may also have significant vacancy management and rostering responsibilities. You will work under the direction of the Workforce Managers to contribute to tasks related to the rostering, recruitment and employment of doctors.





### **KEY ACCOUNTABILITIES**

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.

   Assist the Rostering and Allocations Coordinator in maintaining additive sets of the control of the
- Seek feedback on your work including participation in annual performance discussion.
- · Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Coordinating and participating in medical staff recruitment, including coordination and participation (as directed) in interview panels, preparation of appointment letters and onboarding tasks for new employees.

- Participation in after hours on-call (telephone) roster.
- · Answering stakeholder enquiries.
- Provide a point of contact for all internal stakeholders regarding all medical staff matters – stakeholders include but are not limited to medical staff, secondment hospitals, clinical unit representatives and heads of unit, payroll, and Medical Education.
- Assist the Rostering and Allocations Coordinator in maintaining daily rosters for approximately 350 DiTs including planned and unplanned vacancy management using our rostering system RosterOn.
- In conjunction with Medical Education, contribute to orientation and accreditation activities.
- Completion of all designated tasks in a timely and accurate manner.
- Completion of other tasks as directed by the Workforce Managers or Deputy and Director of Medical Workforce.

### **KEY RELATIONSHIPS**

### Internal

- Medical Workforce and Education Team
- Medical Staff
- Executive Director Clinical Governance and Medical Services
- · Director of Medical Services
- Service Directors
- · Heads of Units
- Supervisors of Training
- · Payroll and Systems Staff
- · People, Culture & Safety

### External

- External Secondment Health Services
- · Accreditation bodies and Colleges
- Relevant Colleges

### **KEY SELECTION CRITERIA**

### Formal Qualifications

Tertiary qualification in HR or equivalent is highly desired





### Essential:

- Commitment to live the Melbourne Way putting people first, leading with kindness and achieving excellence together.
- Strong communication skills, verbal and written, including a demonstrated customer service and problemsolving approach to dealing with colleagues and clients.
- Proven ability to work under pressure to meet deadlines and prioritise workload.
- · Outstanding organisational skills with meticulous attention to detail.
- Excellent IT skills and a quick learner in order to navigate around new systems.
- Ability to work effectively with key stakeholders and external partners.
- Understanding of the principles of complex rostering.
- · Able to work autonomously within defined scope.

### Desirable:

- Experience in complex rostering using an established rostering system (ideally in RosterOn).
- Experience using Success Factors and specifically maintaining HR Master Data and Reporting.
- Health sector (or other large/complex organisation) experience and knowledge of industrial awards and agreements.
- Experience in recruitment and workforce management.

### **KEY PERFORMANCE INDICATORS**

Your performance will be measured through your successful:

- Demonstration of RMH values
- · Achievement of portfolio specific KPI targets
- · Participation in and satisfactory feedback through the annual performance review process
- · Ability to maintain a safe working environment and ensure compliance with legislative requirements

### AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- · Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.





### **ACCEPTANCE**

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.
Employee Signature

Employee Name (please print)

/ /

Date