

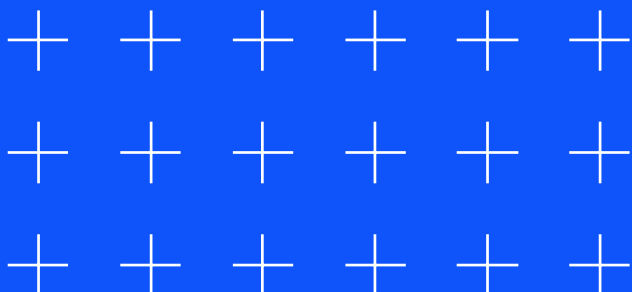


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Medical Workforce Advisor

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.

Advancing health for everyone, every day.

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.

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.

- 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.
- 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.

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

Formal Qualifications

- Tertiary qualification in HR or equivalent is highly desired

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 Name (please print)

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Date _____