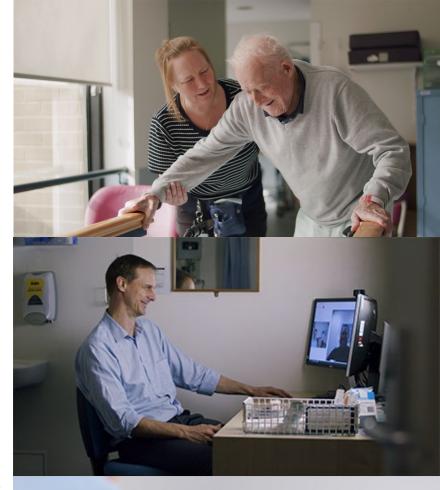
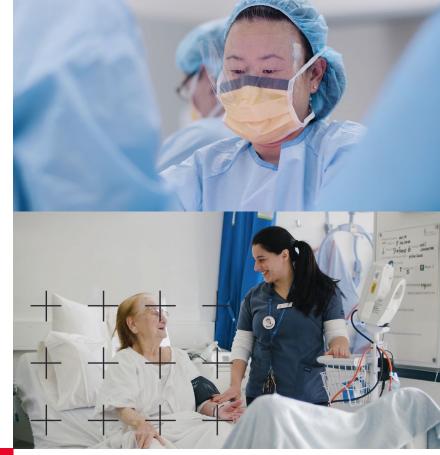


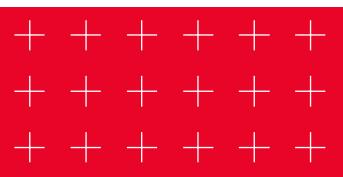
# Advancing health for everyone, every day.

Could this be you?

Join the Royal Melbourne Hospital team







**Position Description** 

Medical Workforce Advisor – DIT Operations





### 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

People are at the heart of everything

understand how we can make the

most positive difference for them.

we do. We take the time to

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

unique.



Our care and compassion sets
us apart. We lead the way with
a respectful, inclusive spirit —

True excellen
when we work
Melbourne Ho





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:

embracing the things that make us all

- 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 – DIT Operations Clinical

Service: Governance and Medical Services

**Location:** Royal Melbourne Hospital

**Reports To:** Medical Workforce Manager – DIT Operations

**Enterprise Agreement:** 3. Health and Allied Services, Managers and

Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025

Classification: HS3

**Employment Status:** Part time

Immunisation Risk Category: Category C

Date of Review: August 2024

### **POSITION SUMMARY**

The Medical Workforce and Education Unit comprises of three teams including the Doctors in Training (DIT) Operations; Recruitment and Contracting and Employee Services. The unit as a whole is responsible for recruitment, credentialing, and ongoing support of medical staff at The Royal Melbourne Hospital. The DIT Ops team has full responsibility for rostering (including vacancy management), rotation allocation and secondments for Interns, Hospital Medical Officers (HMOs) and Basic Physician Trainees (BPTs).

This role will contribute significantly to the rostering of Interns, HMOs and BPTs. It will work closely with the other Advisors within the DIT Ops team, as well as the team Managers. The role also requires participation in the after-hours on call roster, which assists with unplanned vacancy management. Teaching and training will be provided to support the successful applicant.





### **KEY ACCOUNTABILITIES**

- Develop and enter shifts into RosterOn (or other similar Work in partnership with consumers, patients and software)
- · Identify inconsistencies in rosters and determine appropriate action
- Answer questions from stakeholders
- Manage and action appropriate shift swaps between **DITs**
- Liaise with key stakeholders including RMH DITs, secondment sites, HOU and other Senior medical staff • Speak up for safety, our values and wellbeing.
- · Completion of all designated tasks in a timely and accurate management
- Take reasonable care for your safety and wellbeing and Respect that the RMH is a smoke-free that of others.
- Work in your scope of practice and seek help where required.

- 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.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- environment.

### **KEY RELATIONSHIPS**

### Internal

- Medical Workforce and Education Team
- Medical Staff
- · Heads of Unit
- Supervisors of Training
- Directors of Clinical Training
- · Directors of Physician Education and Deputies
- Medical Workforce Liaisons
- Chief Medical Officer and Deputy
- Payroll and Systems Staff
- People & Culture

### External

- External Secondment sites and relevant medical workforce units
- Accreditation bodies
- Relevant colleges

### **KEY SELECTION CRITERIA**

### Essential:

- Commitment to live the Melbourne Way putting people first, leading with kindness and achieving excellence together.
- · Strong communication skills (both verbal and written), including a demonstrated customer service and problem solving approach
- · Understanding of complex rostering





- Proven ability to prioritise work to meet identified deadlines
- Strong organisational skills
- · Established competence in IT systems and ability to adapt to new software
- · Ability to work effectively with key stakeholders
- · Ability to work autonomously, as well as part of a team

### Desirable:

- Experience working in medical workforce or similar settings
- · Experience in complex rostering and using rostering systems
- Experience in human resource systems such as Success Factors
- · Health sector experience
- Tertiary qualification or further education beyond secondary education

### **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.





Employe	ee Signatur	re			
Employe	ee Name (p	olease print)			
	1	/			
Date					