

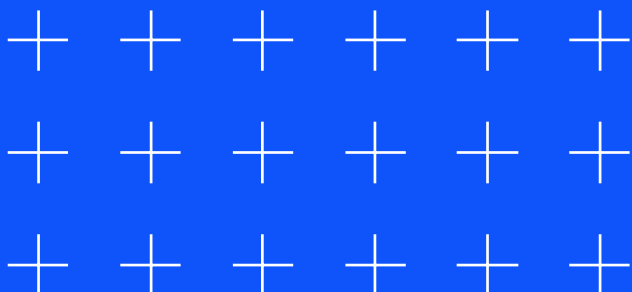


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Recruitment & Contracting 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: | Recruitment & Contracting 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

- 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 problem-solving 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.

- 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.

- 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

- 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, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- 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.

- As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.

- We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.

- RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.

- We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.

- Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

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.

Date _____