Working in Southern NSW Local Health District - People Caring for People

Working with our communities to foster trust and engagement in the care they need to live healthy lives. Our staff work in collaboration with other health care team members to ensure the needs of our patients and families are central to all decision making.

When you choose to work within the Southern NSW Local Health District, **you are committing to and are accountable for demonstrating the CORE values and behaviours of** **Collaboration, Openness, Respect** and **Empowerment**.

Complete this Position Description template after reading the [SNSWLHD Guide to Writing a Position Description](.). Use the Guide for assistance on each section and examples of writing styles.

Role Details

Position Title	**District Medical Recruitment Officer**
Award	Health Employees Administrative Staff (State) Award
Position Classification	AO5
Stafflink position number	If known – if multiple positions numbers, leave blank
Does this role manage or supervise others?	☐ Yes ☒ No
Vaccination Risk Category	☐ Category A ☐ Category A High Risk ☒ Category B
Primary Purpose of role *(Why does this role exist? 1 or 2 sentences only)*	This position, in conjunction with the Clinical Directors and relevant site administration support, is responsible for the administrative functions related to the recruitment of Senior Medical Officers (SMOs) including Staff Specialists, Locums, Visiting Medical Officers (VMOs), Honorary Medical Officers (HMOs), and Career Medical Officers (CMOs)

Key Accountabilities *(max of 8-10 key accountabilities)*

Provide a full range of administrative and employment support services, managing work priorities and work flow to ensure efficient and effective recruitment of, and changes to appointments of SMOs including Locums, VMOs, HMOs and CMOs for Mental Health Services Ensuring processes are in accordance with relevant NSW Health/ Local health District policy directives. Administrative services include but are not limited to:

- Initiate and process approval to recruit requests, including drafting advertisement content.
- Process and review candidate documentation for compliance such as medical registration, qualifications and other credentialing information.
- Liaising with Service Directors, Clinical Directors and relevant administration support at each site to facilitate all facets of recruitment for and changes to appointments of SMOs & HMOs. This includes, but not limited to, booking of interviews, coordination of panels, preparing paperwork for the Medical and Dental Appointments Advisory Committee (MDAAC).
- Develop and maintain a close working relationship with site Medical Workforce Units to ensure the seamless onboarding of medical staff.

- Respond to internal and external requests for information and enquiries (in person and over the phone) in an effective and responsive manner.
- Draft and contribute to the preparation of reports, documents and correspondence.
- Maintain accurate records including hard copy, soft copy, database records for SMOs, and tracking systems.

- Other duties as requested by Manager and consistent with Award.

Key Challenges *(max of 3 key challenges)*

Delivering quality administrative services and negotiating workable timeframes, given competing client demands and priorities, the need to address unforeseen issues, the high volume of work and the need to work independently.

Key Relationships

	Who?	*Why?*
Internal Relationships *(max of 3 internal relationships)*		
1	Line Manager	Escalate issues and provide updates.
2	Work Team	Participate in meetings, share information and provide input on issues.
3	Customers	Respond to queries, identify needs, communicate services and redirect, escalate or resolve issues.
Does this role routinely interact with external Stakeholders?		
☐ Yes *(max of 2 external stakeholders)*	☒ No	
1		
2		

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

Selection Criteria *(max of 8 selection criteria, including any Essential Requirements like AHPRA)*

1. Relevant qualification, or demonstrated skills or equivalent work experience, or a combination of study, demonstrated skills and work experience in related field
2. Demonstrated administrative experience with ability to contextualise within the health setting.
3. High level interpersonal, written and verbal communication skills to work confidently and courteously with
4. internal and external stakeholders at all levels.
5. Demonstrated ability to build strong and productive relationships with stakeholders including medical practitioners and other internal and external stakeholders
6. Demonstrated high level computer skills, proficiency in the use of Microsoft Office packages, Internet and standard Health Service applications, including but not limited to TRIM/Content Manager, Health Roster, StaffLink, ROB and Oracle.
7. Ability to work independently under minimal supervision and with a demonstrated capacity for effective
teamwork in a high volume environment.
8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Other Requirements

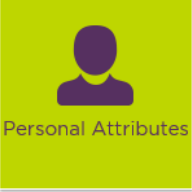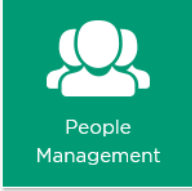*(Note this section is standard across SNSWLHD and is not to be changed or edited)*

Southern NSW Local Health District is committed to providing a patient centred environment focusing on all aspects of patient safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance with relevant legislation, awards, state and local policies, procedures and guidelines.

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of Conduct.

All employees participate in the performance development and review process for own professional/personal development and to identify educational and development needs.

All employees are required to identify, assess, eliminate/control and monitor hazards and risks within the workplace, to the extent of delegated authority for the role, as per Work Health and Safety legislation.

Capability Framework

Capability Group	Capability	Level	Focus
Personal Attributes	Display Resilience and Courage		
	Act with Integrity		
	Manage Self		
	Value Diversity		
Relationships	Communicate Effectively		
	Commitment to Customer Service		
	Work Collaboratively		
	Influence and Negotiate		
Results	Deliver Results		
	Plan and Prioritise		
	Think and Solve Problems		
	Demonstrate Accountability		
Business Enablers	Finance		
	Technology		
	Procurement and Contract Management		
	Project Management		
People Management	Manage & Develop People		
	Inspire Direction and Purpose		
	Optimise Business Outcomes		
	Manage Reform and Change		
Occupation Specific	Human Resources	Further discussion required	
	Finance	Further discussion required	
	Procurement	Further discussion required	
	ICT	Further discussion required	