

# Position Description



## 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	
<b>Position Title</b>	<b>District Medical Recruitment Officer</b>
<b>Award</b>	Health Employees Administrative Staff (State) Award
<b>Position Classification</b>	Admin Off Lvl 6
<b>Stafflink position number</b>	If known – if multiple positions numbers, leave blank
<b>Does this role manage or supervise others?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b><u>Vaccination Risk Category</u></b>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
<b>Primary Purpose of role</b> <i>(Why does this role exist? 1 or 2 sentences only)</i>	Provides a broad range of administrative services and leverages extensive business unit knowledge to support a specialised medical workforce function which coordinates and integrates services, credentialing, guidance and advice for medical staff to optimise and deliver a skilled and engaged medical workforce to meet the organisations current and future needs.

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

1. Provide a range of administrative and support services to meet the business needs of the team/unit.
2. Respond to and resolve complex enquiries and issues to ensure the provision of accurate information, and the timely and effective resolution of issues.
3. Coordinate and manage records and databases, complying with administrative systems, processes and policies, to ensure that all information is accurate, stored correctly and accessible.
4. Develop, implement and monitor office systems, procedures and methods, adapting processes and techniques as required, to facilitate efficient team/unit operations in line with agency standards, policies and procedures.
5. Gather and collate information for, and prepare documentation and reports on business unit performance, as well as make recommendations to improve efficiency, cost management and service delivery.

### Key Challenges *(max of 3 key challenges)*

1. 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.

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Key Relationships		
Who?	Why?	
<b>Internal Relationships</b> (max of 3 internal relationships)		
1	Line Manager	Escalate issues, propose solutions and provide updates. Provide advice on administrative processes.
2	Work Team	Support the team, delegate tasks and work collaboratively to contribute to achieving the team's business outcomes.
3	Medical/ Dental Practitioner Candidates and Staff	Monitor, address and/or escalate requests. Manage the flow of information, seek clarification and provide advice and responses.
<b>Does this role routinely interact with external Stakeholders?</b>		
<input checked="" type="checkbox"/> Yes (max of 2 external stakeholders) <input type="checkbox"/> No		
1	External Customers	Monitor, address and/or escalate requests and provide services. Manage the flow of information, seek clarification and provide advice.
2		

Staffing	
<b>Direct Reports</b>	0.00 FTE
<b>Indirect Reports</b>	0.00 FTE

Essential Requirements

Selection Criteria (max of 8 selection criteria, including any Essential Requirements like AHPRA)
<ol style="list-style-type: none"> <li>1. Relevant qualification, or equivalent work experience, or a combination of study and work experience in related field.</li> <li>2. Demonstrated high level administrative experience with ability to contextualise within the health setting.</li> <li>3. Excellent written and oral communication skills, with demonstrated analysis capability.</li> <li>4. Demonstrated ability to build strong and productive relationships with stakeholders including medical practitioners and other internal and external stakeholders.</li> <li>5. Demonstrated high level organisational skills.</li> <li>6. Adaptive customer service and conflict resolution skills.</li> <li>7. 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.</li> </ol>

Other Requirements
<i>(Note this section is standard across SNSWLHD and is not to be changed or edited)</i>
<p>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.</p>

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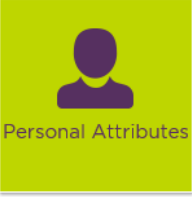



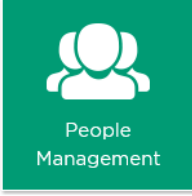

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of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

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