

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	
Position Title	Network JMO Co ordinator
Award	Health Employees Administrative Staff (State) Award
Position Classification	Admin Off Lvl 6
Stafflink position number	If known – if multiple positions numbers, leave blank
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role <i>(Why does this role exist? 1 or 2 sentences only)</i>	<p>The JMO Coordinator is responsible for supporting all administration and maintenance relating to the rostering, payroll and remuneration for Junior Medical Officers.</p> <p>The position executes the processes for the payment and payroll management of the Junior Medical Workforce, including data entry of departmental rosters, variations, back adjustments and pay related queries from junior medical staff, utilising HealthRoster, StaffLink UROC, and relevant internal stakeholders. In addition, the position will assist the organisation with participation and support of JMO workforce projects, such as ADO and Leave Management, and Overtime management strategies. Development and maintenance of positive relationships with all Departments for the timely receipt of rosters and team and term allocations is required.</p>

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

- Support delivery of a comprehensive customer focused rostering & payroll service
- Maintain up to date knowledge and understanding of JMO staff conditions of employment, and apply these to day to day processes and practices as well as providing advice to the MWU Manager and team as required
- Support all aspects of JMO payroll related activities at each stage of the JMO journey including onboarding, rotations, termination and transfer. This includes, assisting in creation of accurate rosters and accurate data entry of all Medical Officer's rosters on a daily basis (including unrostered overtime, leave requests, oncall etc.) in ensuring doctors are paid accurately, avoiding adjustments and adverse impacts on budgets
- Liaise with departments to ensure rosters are entered into HealthRoster & UROC in a timely manner to ensure doctors are paid correctly for all shifts worked, including responsibility of confirming leave balances prior to processing leave requests
- Responsible for ensuring JMO rosters are compliant with award conditions, including accurate data entry of leave forms for all JMO's & confirming leave forms are signed and submitted with appropriate supporting documentation as required prior to data-entry, while making sure various Medical Officer leave

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is compliant to policy prior to the leave being processed
 • Other duties as requested by the Manager

Key Challenges *(max of 3 key challenges)*

1. Managing competing priorities collaboratively meeting strict deadlines in a demanding, complex work environment.
2. Utilising judgement and initiative to provide high level administrative support and customer service.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships <i>(max of 3 internal relationships)</i>		
1	Manager Medical Workforce Unit	For advice and decisions related to operational management, professional leadership and support.
2	All Medical Training & Administration Unit Staff including DMS, DPETs and Site Managers	Collaborate and interact with all staff.
3	Non-Specialist and JMO Workforce, Heads of Departments, Consultants, Term Supervisors,	This role works closely with all JMO workforce, including various departments to ensure the timely provision of JMO rostering and payroll and other JMO administrative matters.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <i>(max of 2 external stakeholders)</i> <input type="checkbox"/> No		
1	Other LHDs & External Stakeholders	This role liaises with other LHDs and Locum agencies regarding JMO rotations, invoicing and other JMO administrative matters.
2		

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

NSW Unrestricted Drivers License

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

1. Experience in Payroll and working in a Human Resources environment with a demonstrated ability to interpret Awards, Agreements and Employment Legislation and high level understanding of the Public Medical Officer Awards.
2. Demonstrated ability to consult effectively with key stakeholders and provide excellent customer service.
3. Demonstrated skills in standard computer based software packages (Email, Word, Access and Excel) plus Payroll systems such as HealthRoster, UROC or similar and HR Information Systems, such as Stafflink, or demonstrated capacity to learn new systems.
4. Proven organisational and time management skills with the ability to meet deadlines and manage competing demands in an often reactive environment.
5. Demonstrated time management skills, with the ability to organise and prioritise work effectively to meet deadlines/timeframes and to work independently/unsupervised as well as able to work within a team environment.

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6. Demonstrated excellent interpersonal and communication skills with a clear understanding and practice of confidentiality.
7. Ability to problem-solve portfolio operational matters and identify solutions.
8. Previous experience in a similar environment and ability to work in a busy high volume workload environment.

Other Requirements

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

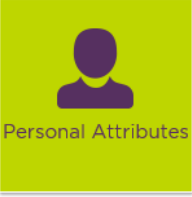



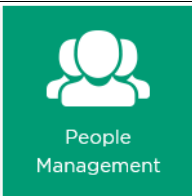

Southern NSW Local Health District is committed to providing a patient centred environment focusing on all aspects of patient safety and quality. Each employee has a responsibility to ensure the highest standard of quality care. Role and responsibilities are to be performed in a manner that is in accordance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

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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	