

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 Medical Administration Team Leader |
| Award | Health Managers (State) Award |
| Position Classification | Health Mgr Lvl 1 |
| Stafflink position number | If known – if multiple positions numbers, leave blank |
| Does this role manage or supervise others? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <u>Vaccination Risk Category</u> | <input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B |
| Primary Purpose of role <i>(Why does this role exist? 1 or 2 sentences only)</i> | <p>The Network Medical Administration Team Leader is responsible for leading all administration teams and maintenance relating to the rostering for Medical Officers across SNSWLHD.</p> <p>The position manages, leads and executes the processes for the rostering management of the Medical Workforce, including data entry of departmental rosters, utilising HealthRoster, StaffLink, HealthShare and relevant internal stakeholders such as the Workforce Recruitment Team. In addition, the position will assist the organisation with participation and support of projects, such as ADO and Leave Management roster co-design, and Overtime management strategies. Development and maintenance of positive relationships with all Departments for the timely receipt of rosters is required.</p> |

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

- Grow, manage and set goals for an adaptive, performance focused team of Medical Administration Officers to fill vacancies efficiently with talented, qualified and well-matched Doctors.
- Coordinate, coach and mentor the Medical Administration Officers in all daily activities.
- Track, analyse and report on performance metrics
- Undertake regular reporting and feedback sessions to Manager to ensure the LHD is receiving expected service and also promote relationship growth with our providers.
- Work closely with relevant stakeholders to develop and implement creative ways for addressing the budget challenges with Agency Locum engagements.

Position Description

Key Challenges *(max of 3 key challenges)*

- Delivering effective, successful engagement of Agency Locums , whilst also promoting a reduction of Agency Locum cost strategy.
- Modelling, promoting and embedding a culture of proactive rostering and planned engagement of Agency Locums.
- Demonstrating resilience and persistence in balancing competing demands.

Key Relationships

| <i>Who?</i> | | <i>Why?</i> |
|--|---|---|
| Internal Relationships <i>(max of 3 internal relationships)</i> | | |
| 1 | Medical Workforce Manager | For advice and decisions related to operational management, professional leadership and support. |
| 2 | All Medical Workforce Unit Staff, including DMS, DDMS, DPETs & Department Directors | Collaborate and interact with all staff. |
| 3 | | |
| 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 Medical Agency placements, other JMO administrative matters. |
| 2 | | |

Staffing

| | |
|-------------------------|----------|
| Direct Reports | 8.00 FTE |
| Indirect Reports | 2.00 FTE |

Essential Requirements

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|----------------------------------|
| NSW Unrestricted Drivers License |
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Selection Criteria *(max of 8 selection criteria, including any Essential Requirements like AHPRA)*

| |
|---|
| <ol style="list-style-type: none"> 1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience. 2. Demonstrated management and leadership experience with ability to contextualise within the health setting. 3. Excellent communication and interpersonal skills, with ability to build and maintain strong partnerships and relationships. 4. Excellent written and communication skills, with demonstrated research and analysis capability. 5. Demonstrated knowledge of employment policies and practices, legislation and human resource frameworks with ability to contextualise within the health setting 6. Superior time management skills with the ability to successfully prioritise and organise daily work routine, and ability to meet predetermined targets and deadlines and to adopt flexible work practices to meet changing priorities. 7. Demonstrated knowledge of employment policies and practices, legislation and human resource frameworks with ability to contextualise within the health setting. 8. Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required |
|---|

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.




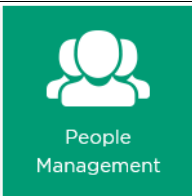

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of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

| 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 | |