

# 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>Deputy Manager and Locum Coordinator</b>
<b>Award</b>	Health Managers (State) Award
<b>Position Classification</b>	HSM 2
<b>Stafflink position number</b>	If known – if multiple positions numbers, leave blank
<b>Does this role manage or supervise others?</b>	<input checked="" type="checkbox"/> Yes <input 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>	<p>The position has a key co-ordination, development and liaison role in the effective delivery of recruitment of locum medical personnel to Southern NSW Local Health District. The position is responsible for assisting with the medical recruitment and workforce needs of the District to ensure that these are met at all times through effective management of all stakeholders in the value chain and include operational, functional and technical compliance monitoring.</p> <p>The position coordinates the effective communication between locum agencies and Southern NSW LHD stakeholders</p>

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

Lead and coach the medical workforce managers to manage medical and dental workforce processes including the ongoing review and implementation of practices, policies and procedures and transactional activities such as contracts and VMoney.

Develop and coordinate training and education for multiple users in LHD.

Collate and compile reporting as directed by Manager

Lead and/ or contribute to projects which support the achievement of organisation level strategic and operational objectives.

Other duties as directed/required.

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

- Delivering and maintaining an effective high quality system and identifying improvement opportunities and integrating the business requirements.

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- Ensuring the continued development of the recruitment platform through effective team work, open communication, maintaining customer focus, ongoing professional development and knowledge sharing.

## Key Relationships

<i>Who?</i>		<i>Why?</i>
<b>Internal Relationships</b> (max of 3 internal relationships)		
1	Line Manager	Receive direction, escalate issues and share information.
2	Work Team	Receive enquiries, share information, coordinate workload, build relationships.
3	Medical Practitioners, Managers and Staff	Provide sound, reliable, specialist medical workforce advice, assist with solving issues, create synergy and build productive relationships.
4		
<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	Litmus VMS provider	Share information, communicate needs, generate solutions, obtain advice, optimise return on investment for the organisation.
2	Ministry of Health	

## 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)

- Experience in the use of an electronic recruitment management platform or health related electronic systems, as well as a high level of computer literacy and proficiency in Microsoft Office applications.
- Broad understanding of the business processes for sourcing of medical locum staff
- Demonstrated management and leadership experience with ability to contextualise within the health setting.
- Demonstrated capacity to analyse data and align procedures with policy to support efficient service delivery and high quality health outcomes.
- Demonstrated customer service skills and ability to liaise with people at all levels, including information technology vendors, clinicians and support staff.
- Demonstrated ability to organise and prioritise workload and to set and meet deadlines.
- Evidence of a current unrestricted drivers' 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)

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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.

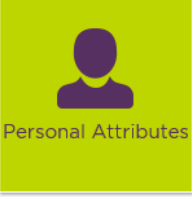



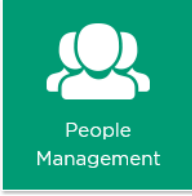

All employees contribute to a constructive workplace culture and a safe workplace by modelling the organisation's CORE values of Collaboration, Openness, Respect and Empowerment (CORE) and ensuring all workplace conduct aligns with the behaviours associated with those values and the NSW Health Code of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