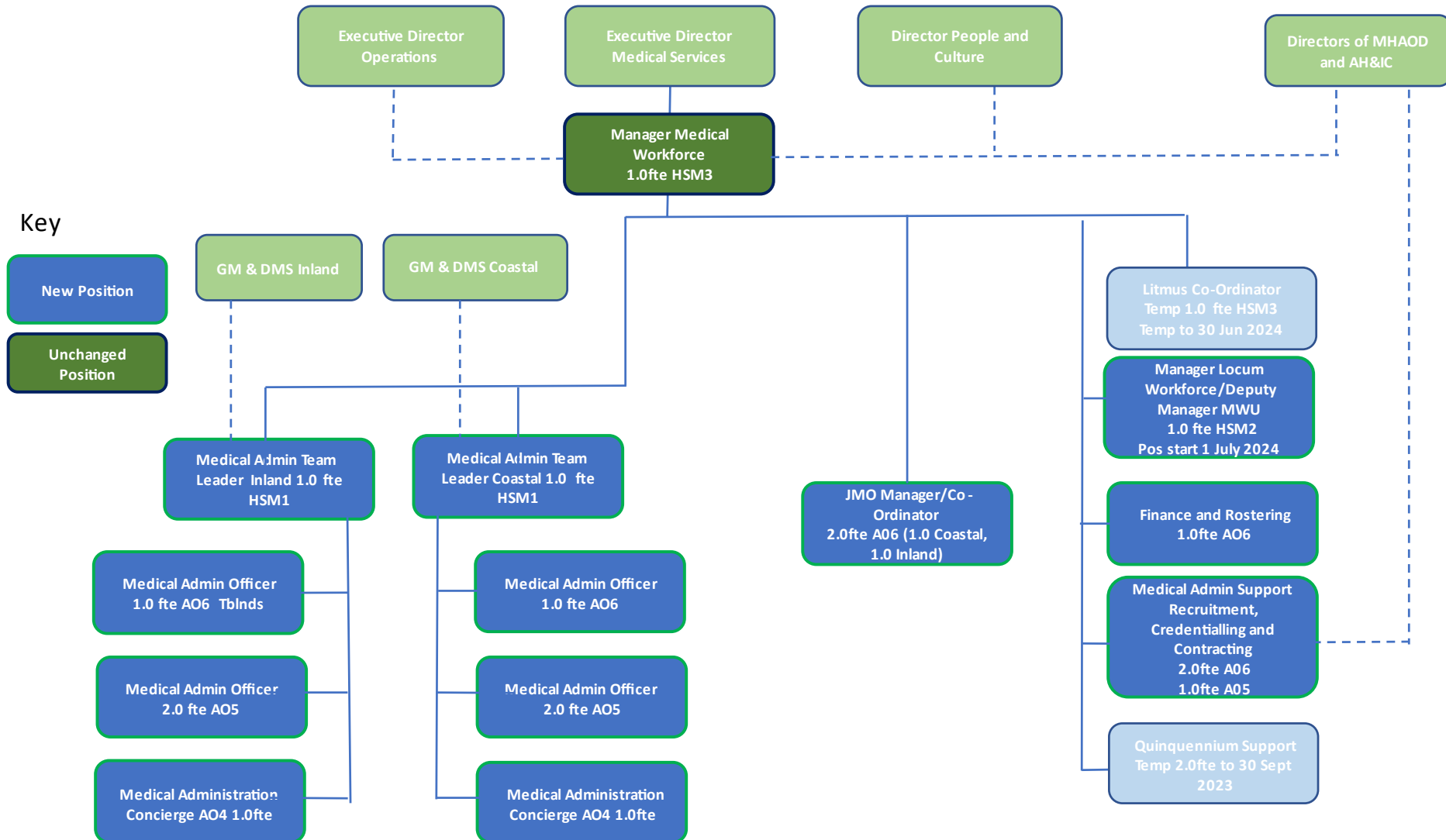
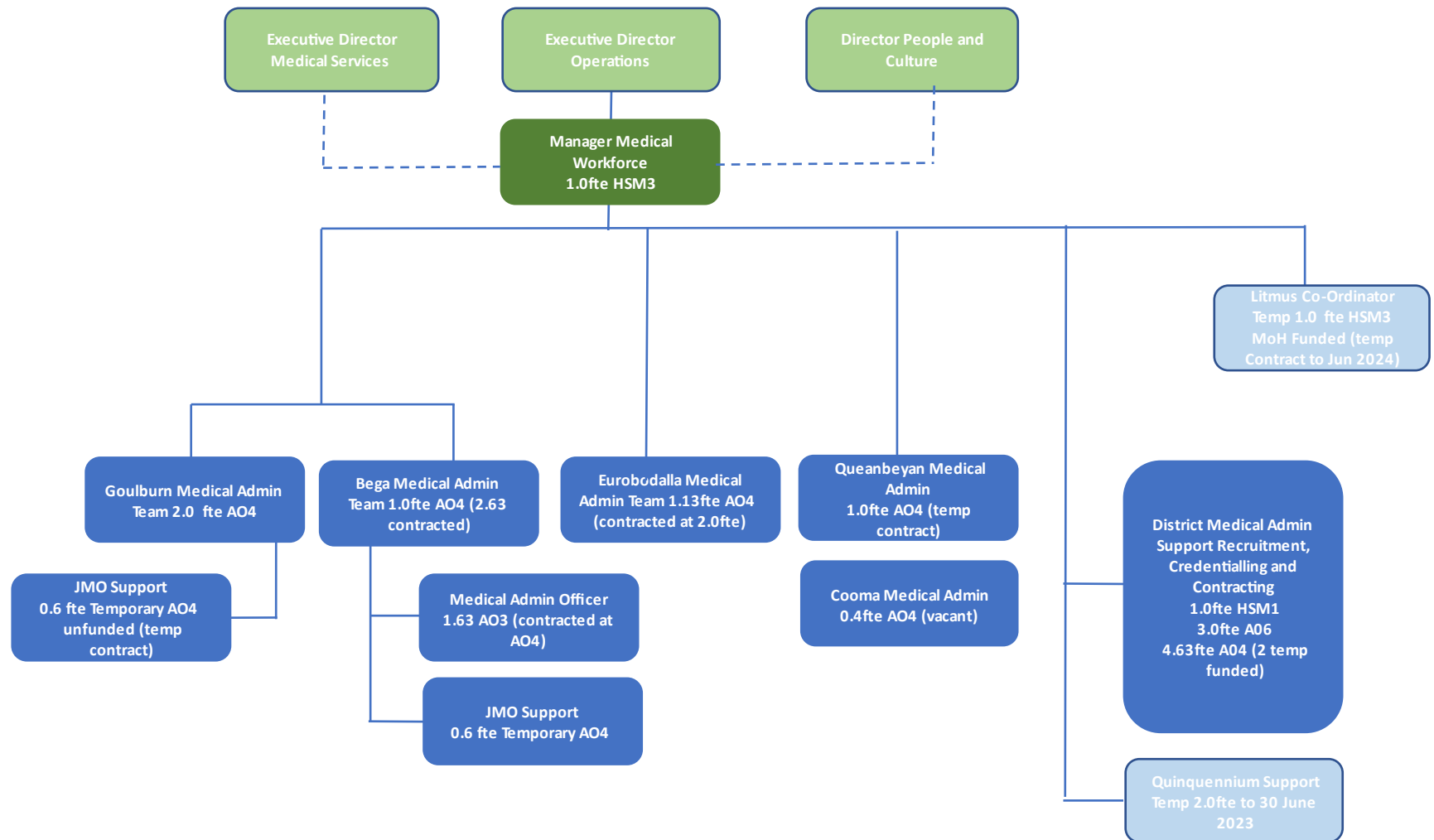


**Medical Workforce Unit**  
Organisational Structure – Proposed August 2023



**Medical Workforce Unit**  
 Organisational Structure – Pos Fte and Contracted as at 20  
 July 2023



**Proposed Medical Workforce Unit Structure consultation – Position Detail, Current and Proposed**

Key:

Unchanged position

Deleted position

New position

**CURRENT**

Position Title	POS. NO.	POSITION CLASSIFICATION	Est POS. FT	Perm Ft	Temp p	Cont fte	REPORTING TO POS CLASSIFICATION	Temp Position End Da
<b>Medical Workforce Unit</b>								
Manager Medical Administration and Workforce	715130	Health Mgr Lvl 3	1.00	1.00	0.00	1.00	Executive Director of Operations	
Medical Locum VMS Coordinator	762880	Health Mgr Lvl 3	1.00	0.00	1.00	1.00	Manager Medical Administration and Workforce	30 Jun 24
<b>Manager Agency Locum Rostering * replaced by pos 762880</b>	750565	Health Mgr Lvl 1	1.00	0.00	1.00	0.00	Manager Medical Administration and Workforce	30 Sept 23
Senior Medical Recruitment Partner	715163	Health Mgr Lvl 1	1.00	1.00	0.00	1.00	Manager Medical Administration and Workforce	
Medical Workforce Officer	715537	Admin Off Lvl 6	5.00	3.00	2.00	4.00	Manager Medical Administration and Workforce	30 Sept 23
Medical Workforce Admin Officer	515462	Admin Off Lvl 4	4.63	2.00	2.63	4.00	Manager Medical Administration and Workforce	30 Sept 23
<b>Inland Network</b>								
Medical Admin Roster/Support Officer (Goulburn)	620029	Admin Officer Lvl 4	2.00	2.00	0.00	2.00	Manager Medical Administration and Workforce	
JMO/DPET Support	620029	Admin Off Lvl 4 *unfunded	0.00	0.00	0.63	0.63	Manager Medical Administration and Workforce	30 Sept 23
Medical Admin Officer Queanbeyan	211046	Admin Off Lvl 4	1.00	1.00	0.00	1.00	Admin Team Leader Monaro	30 Sept 23
Medical Admin Officer Cooma	n/a	Admin Off Lvl 4* unfunded	0.00	0.00	0.40	0.40	Admin Team Leader Monaro	
<b>Coastal Network</b>								
Medical Admin Officer Moruya	628663	Admin Officer Lvl 4	1.13	1.13	0.00	2.00	Manager Medical Administration and Workforce	
JMO/DPET Support	699194	Admin Off Lvl 3 (empl Lvl 4)	0.63	0.00	0.63	0.63	Manager Medical Administration and Workforce	30 sept 23
Medical Locum Rostering Officer	628662	Admin Off Lvl 6	1.00	1.00	0.00	2.58	Manager Medical Administration and Workforce	30 Sept 23
<b>Reid Riew 1 fte * not filled as replaced by temp fte at lvl 4</b>	668322	Admin Off vl 3	1.00	1.00	0.00	0.00	Manager Medical Administration and Workforce	
		<b>Total FTE</b>	<b>20.39</b>	<b>13.13</b>	<b>8.29</b>	<b>20.24</b>		

**Please note:** Total contracted fte includes 4.0fte additional support approved on temporary basis to support Quinquennium and transitional functions pending finalisation of a permanent structure. Baseline contracted prior to this temporary increase is 16.24fte

## PROPOSED

Position Title	POS NO.	POSITION CLASSIFICATION	POSITION FTE	REPORTING TO POS CLASSIFICATION	Temp Position End Date
<b>Medical Workforce Unit</b>					
Manager Medical Administration and Workforce	715130	Health Mgr Lvl 3	1.0	Executive Director of Medical Services	
Medical Locum VMS Coordinator (Temporary)	762880	Health Mgr Lvl 3	1.0	Manager Medical Administration and Workforce	30 Jun 2024
Manager Locum Workforce/Deputy Manager MWU (from 1 July 2024)	new	Health Manager Lvl 2	1.0	Manager Medical Administration and Workforce	
Finance and Rostering Officer	new	Admin Off Lvl 6	1.0	Manager Medical Administration and Workforce	
Senior Recruitment and Credentialling Officer	new	Admin Off Lvl 6	2.0	Manager Medical Administration and Workforce	
JMO Co-ordinator	new	Admin Off Lvl 6	2.0	Manager Medical Administration and Workforce	
Recruitment and Credentialling Officer	new	Admin Off Lvl 5	1.0		
				HSM2 excluded from overall costing for 23/24 as commences 1 July 2024	
<b>Inland Network</b>					
Medical Admin Network Team Leader	new	Health Mgr Lvl 1	1.0	Manager Medical Administration and Workforce	
Senior Medical Admin Officer (network)	new	Admin Off Lvl 6	1.0	Medical Admin Network Team Leader	
Medical Admin Officer (network)	new	Admin Off Lvl 5	2.0	Medical Admin Network Team Leader	
Medical Admin Concierge (network)	new	Admin Off Lvl 4	1.0	Medical Admin Network Team Leader	
<b>Coastal Network</b>					
Medical Admin Network Team Leader	new	Health Mgr Lvl 1	1.0	Manager Medical Administration and Workforce	
Senior Medical Admin Officer (network)	new	Admin Off Lvl 6	1.0	Medical Admin Network Team Leader	
Medical Admin Officer (network)	new	Admin Off Lvl 5	2.0	Medical Admin Network Team Leader	
Medical Admin Concierge (network)	new	Admin Off Lvl 4	1.0	Medical Admin Network Team Leader	
		<b>Total fte</b>	<b>18.0</b>		

**Please note:** Temp HSM3 position number 762880 will cease on 30 June 2024 and be replaced from 1 July 2024 by HSM2 Manager Locum Workforce/Deputy Manager MWU maintaining total positions at 18.0 fte.