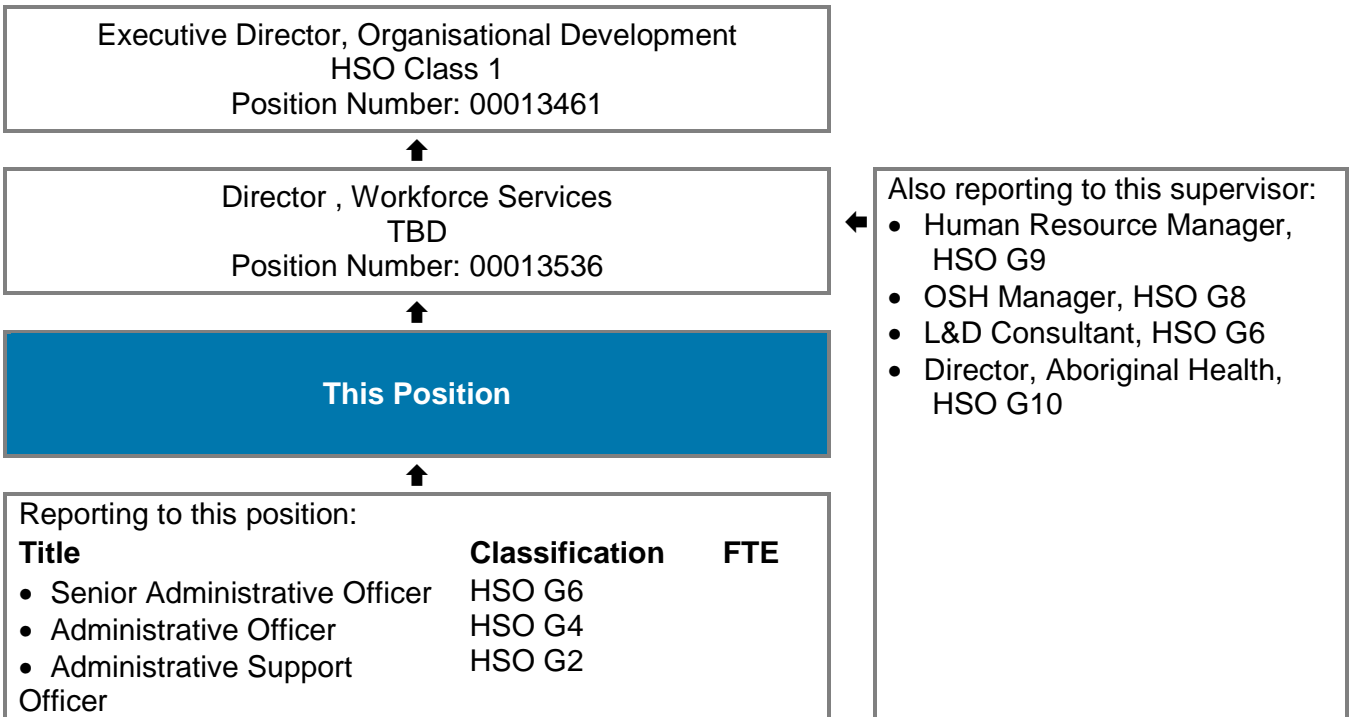




HSS REGISTERED

Manager Medical Workforce
Health Salaried Officers Agreement; Level G-8
Position Number: 00011081
Medical Workforce Services
Perth Children’s Hospital / QEII Nedlands

Reporting Relationships



Key Responsibilities

Manages the strategic and operational activities of Medical Workforce Services for CAHS to ensure the effective and efficient delivery workforce services to medical staff. Coordinates the activities of the Medical Workforce Team that provides a consultancy and administrative service for all medical personnel.

Brief Summary of Duties

- Manage the activities of Medical Workforce Service to ensure the effective and efficient delivery of a comprehensive employment and workforce management and advisory service for medical staff employed at CAHS.
- Provide operational leadership in medical workforce matters across CAHS to achieve an effective and efficient service and ensure health service requirements are met to minimise medical workforce risks including: credentialing, scope of practice, appointment, rostering and contracting.
- Liaise with Departments and oversee preparation of all documentation relating to recruitment, appointment, allocation, and separation of all temporary and permanent staff including clinical academics.
- Liaises with Finance and Contract Management Directorate to ensure the financial recoup for medical services provided to other health services by CAHS medical staff as well as positions funded by external organisations.
- Manages, negotiates and provides a consultancy service for:
 - Indemnity agreements and other insurance matters.
 - Service Level Agreements
 - Medical Services Agreements
 - Industrial Relations and Dispute resolution.
 - Pre-employment screening
 - Immigration and Visa arrangements and compliance
 - Development, interpretation and implementation of Award and Industrial Agreements.
- Manage an after-hours on-call service as part of a Medical Workforce roster to resolve urgent medical staffing issues.
- Ensure provision of administrative support and advice to Medical Workforce committees.
- Assist Heads of Department with performance management of medical staff including sub-standard performance and misconduct.
- Manage the personnel and administrative activities of the Medical Workforce Service.
- In consultation with Medical Executive Team, develops and implements a strategic workforce plan for future medical workforce needs and recruitment and retention of junior and medical staff.
- Contributes to the development and implementation of strategies, policies and information management systems to identify, manage and mitigate Medical Workforce risk.
- Participate in strategic human resource management support for the medical staff in relation to Public Sector legislative and policy requirements.
- Coordinates Unremunerated Clinical Agreements and other unpaid consultant appointments to the health service in line with the policy and procedure.
- Develop and maintains strong relationships with various professional bodies in relation to Clinical Standards and Accreditation Standards (such as Medical Board, AHPRA, Specialist Colleges and DIBP)
- Represent CAHS Medical Workforce at State level as required.
- Provide advice to the Postgraduate Medical Education Department in relation to work performance and peer review matters and participates in the CAHS Postgraduate Medical Education Committee work as required.
- Participate in a continuous business process improvement and evaluates workforce related issues, both internal and external medical staff.
- Promote awareness of and ensure compliance with:
 - clinical and/or corporate governance requirements; and

- legislative and other regulatory requirements relating to equity and diversity, disability services and occupational safety and health.
- Undertake special projects including the provision of statutory reports as required.

CAHS Governance, Safety and Quality Requirements

- Ensures as far as practicable, the provision of a safe working environment in consultation with employees under their supervision.
- Participates in the Child and Adolescent Health Service (CAHS) performance development review process and undertakes ongoing performance development review with employees under their supervision.
- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.
- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

Undertakes other duties as required

Work Related Requirements

Essential Selection Criteria

1. Experience in the delivery of human resource consultancy and comprehensive knowledge of contemporary human resource practices.
2. Developed management abilities commensurate with the role including managing a team.
3. Demonstrated ability to co-ordinate, plan and prioritise workloads and meet strict timeframes.
4. Developed ability to lead organisational and procedural change.
5. Well-developed communication and interpersonal skills with strengths in relationship building, consultation and negotiation in a team environment.
6. Experience and knowledge of staff rostering relevant to award conditions.
7. Current knowledge of legislative and other regulatory requirements in the areas of equity and diversity, disability services and occupational safety and health and how these impact on employment, people management and service delivery.

Desirable Selection Criteria

1. Experience in management or coordination of medical employment services in a tertiary environment.
2. Tertiary qualifications in a relevant discipline.
3. Knowledge and understanding of the industrial awards, legislation and registration requirements pertaining to medical staff.
4. Knowledge of the registration requirements and procedures relating to the AHPRA WA.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity check
- Successful Pre-Employment Health Assessment

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

..... Manager / Supervisor Name Signature	or HE Number Date
..... Directorate/ Dept. Head Signature	or HE Number Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

..... Occupant Name Signature	or HE Number Date
..... Effective Date				

HCN Registration Details (to be completed by HCN)			
Created on	HE68973 08/11/2016	Last Updated on	November 2016