



Job Description Form

HSS Registered

Senior Medical Workforce Officer
Health Salaried Officers Agreement: HSO Level G6
Position Number: 00011700
Medical Workforce
King Edward Memorial Hospital

Reporting Relationships

Executive Director Medical Services, WNHS
 MP Year 1-9
 Position Number: 00008184



Manager Medical Workforce Services & PGME
 HSO Level G8
 Position Number: 00011702



This Position



- ← Also reporting to this supervisor:
- Senior Medical Workforce Officer – SMO – Level G6
 - Medical Workforce Officer – Payroll – HSO Level G4
 - Medical Workforce Officer – VISA/AHPRA– HSO Level G4
 - Medical Workforce Support Officer – HSO Level G2
 - Education Officer – Medical – HSO Level G6
 - Mandatory Education Officer – HSO Level G4
 - Administrative Assistant – HSO Level G4

Directly reporting to this position:			Other positions under control
Title	Classification	FTE	•

Prime Function / Key Responsibilities

Responsible for the coordination and management of processes in the delivery of Medical Workforce administration, human resource management (HRM) and other functions to support the employment and deployment of WNHS Medical Practitioners. Takes a lead role in providing comprehensive consultancy and advisory services to support the Medical Workforce administration for WNHS Medical Practitioners.

Brief Summary of Duties (in order of importance)

1. General

- 1.1 Provides support to the Manager Medical Workforce and other Medical Workforce team members as required.
- 1.2 Undertakes a broad range of Medical Workforce administrative duties, human resource management (HRM) and other functions to support the employment of WNHS' Junior Medical Officers (JMOs) and/or Senior Medical Practitioners, including recruitment and selection, appointments, contracts and on-boarding, cessations, rostering, payroll, leave management, credentialing and compliance matters.
- 1.3 Liaises with internal and external stakeholders, including Directors and Heads of Department, Health Support Services (HSS) and other Health Service Providers (HSPs) and Medical Workforce Teams in relation to HRM and other functions to support the employment of WNHS' medical practitioners (e.g. rostering, JMO allocations, leave management and compliance matters including credentialing).
- 1.4 Represents the hospital / department at meetings internally and externally, as required.
- 1.5 Coordinates and responds to requests and queries from WNHS' medical practitioners and other stakeholders regarding employment contracts, rosters, leave, payroll, compliance requirements and entitlements, applying relevant policies and procedures and ensuring compliance with applicable industrial instruments and/or legislation.
- 1.6 Ensures all medical practitioners employed by, or working at, WNHS have the appropriate qualifications, credentialing, registration, and other compliance requirements (e.g. Working With Children Check card) and visa approvals and that the relevant records are maintained for audit purposes.
- 1.7 Liaises with external agencies (e.g. AHPRA, RACP, Medical Board of Australia, Department of Immigration and Border Protection) regarding WNHS appointments, training programs and recognition of overseas qualifications of medical practitioners.
- 1.8 Maintains the accuracy and currency of WNHS medical practitioners' Human Resource Management Information Systems (HRMIS) and other records in conjunction with Heads of Department and Business Managers.
- 1.9 Provide ongoing advice and assistance to management and medical staff on human resource, payroll and administrative matters.
- 1.10 In collaboration with other relevant parties, coordinates the JMO leave management process in accordance with the relevant industrial instrument(s), Departments, peripheral sites and other relevant parties.
- 1.11 Prepares, maintains and distributes JMO leave relief rosters, and assists with arranging appropriate cover for planned and unplanned absences.
- 1.12 Supports the Administration of the WNHS rostering application (RoSTAR) which may include entry of roster detail (e.g. roster changes, overtime or additional hours, on call and recall details) and liaises with Departments, employees and HSS, ensuring accurate data entry and adherence to payroll processing timeframes.
- 1.13 Prepares correspondence on a wide range of issues for approval.
- 1.14 Undertakes a leadership and at times supervisory role within the Medical Workforce team
- 1.15 Maintain close networks and contacts with relevant internal and external regulatory and advisory bodies associated with junior medical staffing.
- 1.16 Assists in other Medical Workforce portfolios as required.
- 1.17 Coordinates, updates, and helps to ensure the currency and accuracy of information and documents on the Medical Workforce intranet site (Health Point).
- 1.18 Provide Executive Administrative Support and undertake special projects, ad-hoc tasks as directed by the Manager of Medical Workforce

2. Other Duties

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- 2.1 Participate in an on-call, after hour's roster to facilitate the maintenance of Junior Medical Staff rosters.
- 2.2 Participates in Quality Improvement Activities.

3. NMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated high level experience in the application of Medical Workforce and human resource management principles and practices.
2. Demonstrated experience and knowledge in the application of Award/Agreement provisions and conditions of service, including rostering, contracts and registration requirements all pertaining to Medical Practitioners.
3. An understanding of the appointments and credentialing process of Medical Practitioners within WA Health.
4. Demonstrated ability to work independently and in a team environment; maintaining strong relationships with internal & external stakeholders at all levels and meet deadlines with minimal supervision.
5. Well-developed analytical, problem solving and organisational skills.
6. Demonstrated communication, interpersonal, consultation and negotiation skills.
7. Experience in the use of Microsoft Office applications, i.e. Word, Excel and Outlook including Human Resource Information systems (HRIS – ALESCO, LATTICE)

Desirable Selection Criteria

1. Possession of or progress towards, a post-secondary relevant qualification.
2. Experience in a hospital/health care industry.
3. Participates in a continuous process to monitor, evaluate and develop services and performance.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: