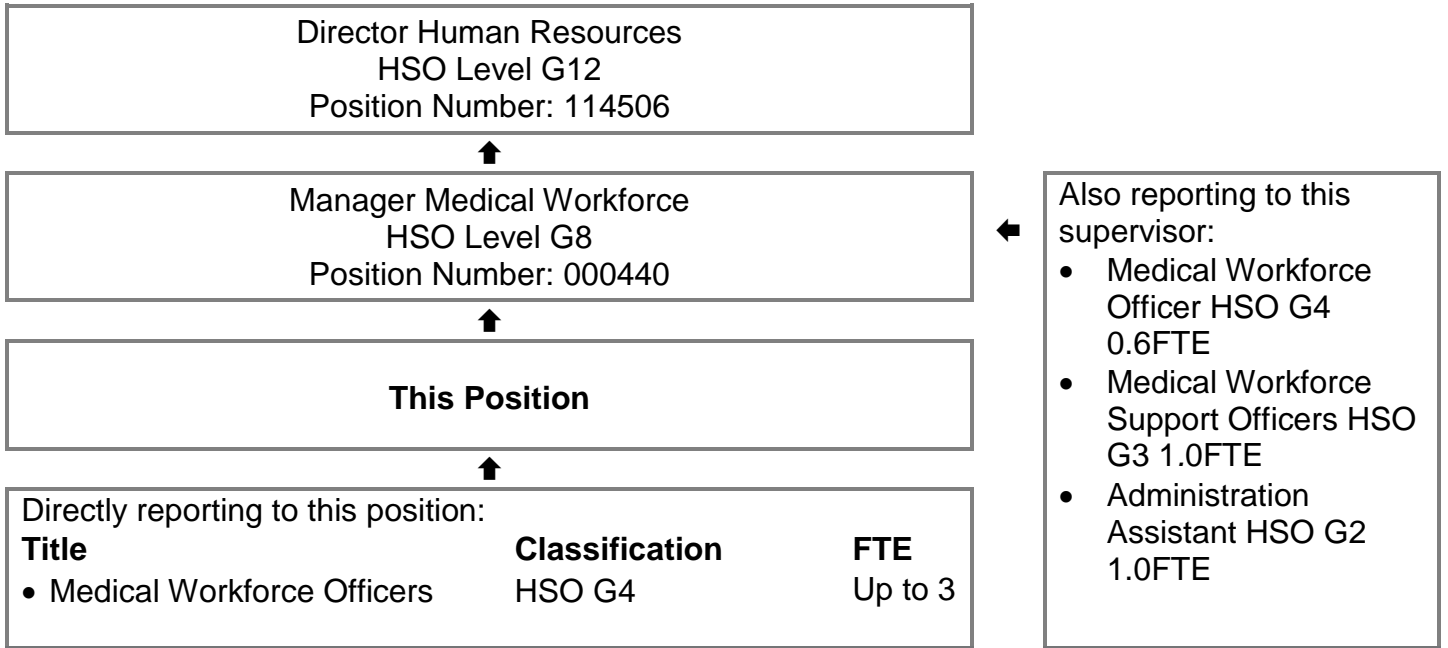




HSS Registered

Senior Medical Workforce Officer
Health Salaried Officers Agreement – HSO Level G6
Position Number: 114215
Medical Workforce / Human Resources
Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service

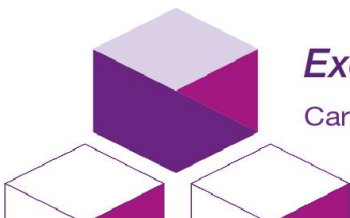
Reporting Relationships



Key Responsibilities

Provides a customer focused medical workforce consultancy service for all junior and senior medical staff which:

- Coordinates, undertakes and supports processes for recruitment, selection and appointment of JMO staff, JMO term allocations, contract management, ongoing compliance and resignation / termination of medical staff for Fiona Stanley Fremantle Hospital Group (FSFHG) and all other health sites staffed from FSFHG.
- Oversees and supports all medical staff processes for visa/registration management, on-boarding, management of JMO establishment, JMO rostering and, payroll / leave enquiries
- Coordinates and oversees processes for leave relief allocations for JMO staff across various departments of FSFHG.
- Coordinates and oversees the design, creation, publication and processing of JMO medical rosters.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

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Brief Summary of Duties (in order of importance)

1. Workforce Operations

- 1.1 Manages the advertisement, recruitment, appointment, allocation, employment, rostering, leave and resignation / termination processes for Junior Medical Officer (JMO) / Doctors in Training (DiT) positions at FSFHG and all other health sites staffed from FSFHG.
- 1.2 Manages employment contracts ensuring compliance with award / agreement conditions and relevant Human Resources (HR) management practices.
- 1.3 Supports the advertisement, recruitment and appointment, processes for Senior Medical Officers at Fremantle Hospital (FH).
- 1.4 In collaboration with HR staff, assists and provides consultancy to management regarding the Performance management and sub-standard performance processes for JMO / DiT staff at FSFHG.
- 1.5 In collaboration with HR staff, assists and provides consultancy to FSFHG management regarding Performance Management and Sub-Standard Performance processes for all FSFHG JMO staff and Senior Medical Officers at FH.
- 1.6 Liaises with the Manager Medical Workforce (the Manager), Deputy Director of Clinical Services (DDCS), Heads of Department (HOD), Medical Education Unit (MEU) and other health services aligned with FSFHG (e.g. *Rockingham General Hospital, WA Country Health Service, Health Service Providers (HSP's) and Health Shared Services (HSS)*) and external agencies regarding medical staff rotations.
- 1.7 Provides expert advice, leadership and undertakes operational activities where required relating to: efficient rostering, rostering systems processing, rostering workload management, (including leave), leave relief management and allocations, conditions of employment, employment and recruitment records, reporting and ensuring records and statistics are kept in accordance with established procedures.
- 1.8 Liaises with the MEU regarding Intern / Resident / Basic Physician Trainee staffing, recruitment and rotation matrices to ensure junior doctor accreditation, Medical Board of Australia and other training requirements are met.
- 1.9 Responsible for liaising with relevant Colleges, Schools and Councils to provide appropriate support and staffing for roles (where required).
- 1.10 Liaises with the Medical Board of Australia and AHPRA where necessary.
- 1.11 Monitors and assists with Area of Need applications and determinations, also ensuring employees are contracted under this category only when appropriate.
- 1.12 Coordinates and oversees all JMO / DiT rosters and medical oncall rosters, and ensures they are posted on the intranet and updated as required. Ensures there is a robust system to ensure the accountability of JMO / DiT for oncall duties, and a transparent process to allow appropriate swapping of shifts.
- 1.13 Arranges for sick leave relief for Registrar, Resident Medical Officer (RMO) and Intern positions where necessary and appropriate.
- 1.14 In collaboration with Executive, coordinates leave management for DiT consistent with the requirements of the Industrial Agreement and Award, and ensures appropriate entries are made into the rostering system.
- 1.15 Assists the MEU with coordinating junior doctor term assessments and performance appraisals (as agreed between departments).
- 1.16 In conjunction with the Manager participates in the development, implementation and evaluation of Medical Workforce and HR standards, policies, procedures and practices.
- 1.17 Maintains and provides documentation and statistical reports as required to the Manager, Director HR, Deputy Director of Clinical Services and Executive.
- 1.18 Maintains and monitors all relevant FSFHG Medical Workforce databases, records and establishments.
- 1.19 Develops professional relationships with FSFHG medical staff in order to provide advice and support on Medical Workforce matters and encourage the recruitment and retention of FSFHG medical staff.

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2. Administration

- 2.1 Assists the Manager to maintain the FSFHG doctors and medical workforce intranet sites.
- 2.2 Provides the MEU with orientation and other Medical Workforce nominated promotional material to present to prospective medical practitioners and new employees.
- 2.3 Represents FSFHG Medical Workforce on relevant committees and at relevant conferences.
- 2.4 Coordinates and assists with Non-Salaried Medical Practitioner requirements.
- 2.5 Coordinates and assists with Emeritus Consultant applications and agreements.
- 2.6 Coordinates contract management and expiry processes ensuring compliance is adhered to for the renewal and non-renewal of senior contracts.
- 2.7 Supervises and oversees the daily operations of administrative staff under direct supervision.
- 2.8 Undertakes research, special projects and makes recommendations to the Manager where required.

3. SMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 3.3 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 3.4 Supports the delivery of safe patient care and the consumers' experience including 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.
- 3.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.7 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 experience in the delivery of direct human resource management and/or Medical Workforce consultancy within a complex multidisciplinary organisation.
2. Demonstrated ability to communicate, lead, instruct and support staff under direct supervision.
3. Demonstrated advanced organisational and time management skills, coordinating and prioritising competing issues and allocating resources appropriately; coordinating flexibility in a complex and demanding environment.
4. Highly developed oral and written communication, analytical and problem solving skills.
5. Highly developed negotiation, conflict resolution and interpersonal (including communicating and promoting change where required).
6. Demonstrated knowledge and understanding of the HR principles, industrial awards and agreements, legislation and registration requirements applicable to employees/medical staff in the public sector.
7. Experience in the use of the Microsoft suite of products, including MS Excel.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Previous experience in employment governance, compliance management and/or rostering.
2. Previous experience in a hospital environment and/or Medical Workforce.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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
Jeff McDonald		HE98744	22/10/2019
Dept. / Division Head Name	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			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	October 2019
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