



HSS Registered

Medical Workforce Officer
Health Salaried Officers Agreement: Level G4
Position Number: 004575
Medical Workforce – Sir Charles Gairdner Hospital
North Metropolitan Health Service

Reporting Relationships

Manager Medical Workforce
 HSO Level: G8
 Position Number: 008227



Senior Medical Workforce Officer
 HSO Level: G6
 Position Number: 005912



This Position



← Also reporting to this supervisor:

- Medical Workforce Officer, G4
- Administrative Assistant, G2

Directly reporting to this position:			Other positions under control
Title N/A	Classification	FTE	<ul style="list-style-type: none"> • N/A

Prime Function / Key Responsibilities

Provides a comprehensive and confidential administrative support service to the Medical Workforce Department, undertaking duties in relation to rostering and leave for junior medical practitioners and visa and Medical Board registration for junior and senior medical practitioners in accordance with applicable industrial agreement requirements. Provides support in the areas of recruitment, visas, registrations, and management of rosters (including leave relief rostering). Maintains registers and databases for auditing purposes.

Brief Summary of Duties

1. General Administrative Support

- 1.1 Provides a comprehensive and confidential administrative support service to the Senior Medical Workforce Officers and the Manager Medical Workforce.
- 1.2 Provides ongoing advice and assistance to management and medical staff on human resource, payroll and administrative matters in conjunction with Senior Medical workforce Officers and Manager Medical Workforce.
- 1.3 Assists with a broad range of human resource functions including recruitment, appointment and separation of medical staff.
- 1.4 Drafts medical contracts as directed by the Senior Medical Workforce Officers; coordinates administration of contract renewal processes as required.

2. Registration and Visas

- 2.1 Ensure all medical staff have appropriate qualifications, valid registration and visa approvals to be employed by Sir Charles Gairdner Hospital (SCGH) and those such records are maintained on personnel records, including on the Human Resource Information System (HRIS), and relevant internal databases and tracking registers.
- 2.2 Responds to all incoming enquiries regarding AHPRA/Medical Board of Australia registrations and visas for doctors employed by SCGH (or potential employees of).
- 2.3 Liaises with other hospitals and health services regarding registration of medical practitioners and visas for overseas doctors employed by SCGH.
- 2.4 Liaises with external agencies (e.g. AHPRA, Department of Home Affairs) regarding SCGH appointments of medical practitioners.
- 2.5 Liaises with Australian Medical Council and Colleges for AHPRA/Medical Board of Australia registration and visa purposes including approval of training programs for recognition of overseas qualifications.
- 2.6 Processes and follows up all registration applications to AHPRA/Medical Board of Australia and visas/sponsorships including obtaining and providing all required documentation.
- 2.7 Maintains databases for medical officer's visas and medical board registrations.
- 2.8 Conducts annual audit of AHPRA/Medical Board of Australia registrations and visas for all medical staff.

3. Rostering, Payroll and Leave Management

- 3.1 Liaises with senior medical staff and heads of specialties and other health services concerning rosters, roster changes, industrial requirements and associated compliance matters for medical officers employed by SCGH.
- 3.2 Coordinates rostering and facilitates leave cover for junior medical staff across SCGH as well as medical staff seconded to Primary Placement Health Services e.g. Osborne Park Hospital; and other sites e.g. Joondalup Health Campus, Hollywood Private Hospital.
- 3.3 Perform all duties associated with the rostering application (RoStar) in accordance with relevant Agreement provisions and within appropriate timeframes to ensure medical staff receive accurate payment on a fortnightly basis.
- 3.4 Coordinates and responds to leave requests or payroll queries from junior medical staff in accordance with the Industrial Agreement.
- 3.5 Maintains leave application data and overtime/on call/recall database for auditing purposes.
- 3.6 Maintains and submits JMO payroll/allocation spreadsheets to HSS as advised by Senior Medical Workforce Officer.
- 3.7 Processes, monitors and approves leave applications and arranges for appropriate relief cover in accordance with the Industrial Agreement and relevant policy framework.

4. Other

- 4.1 Provides statistical information and reports as required.

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4.2 Participates in the development of Medical Workforce standards and policies.

5. NMHS Governance, Safety and Quality Requirements

5.1 Participates in the maintenance of a safe work environment.

5.2 Participates in an annual performance development review.

5.3 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.

5.4 Completes mandatory training (including safety and quality training) as relevant to role.

5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.

5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Experience in the delivery of administration in a complex multidisciplinary environment.
2. Highly developed verbal and written communication skills with demonstrated high level of attention to detail and professional presentation of work.
3. Demonstrated effective organisational and time management skills and the ability to organise and prioritise tasks, work effectively under pressure and meet deadlines with minimal supervision.
4. Ability to work as an effective team member and provide a customer-focused service.
5. Demonstrated high level of initiative, conceptual and problem solving skills.
6. Well-developed consultation, liaison, interpersonal and negotiation skills including the demonstrated ability to apply these skills when working with people at all levels.
7. Highly developed word processing and computer literacy skills, including demonstrated experience using Microsoft Office applications, i.e., MS Word, Excel and Outlook.

Desirable Selection Criteria

1. Previous experience in Medical Workforce and/ or in a Hospital environment.
2. Knowledge of Human Resource Information Systems (i.e., Lattice) and rostering systems (i.e., RoStar).
3. 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:
Date:

Position Occupant

Name:
Signature:
Date: