



HSS Registered

Senior Medical Workforce Officer

Health Salaried Officers Agreement: Level G6

Position Number: 104966

Medical Workforce / Clinical Services

Royal Perth Bentley Group / East Metropolitan Health Service (EMHS)

Reporting Relationships

Director of Clinical Services
AMA Industrial Agreement
Position Number: 104971



Manager Medical Workforce
Award Level: HSO Level G8
Position Number: 601976



This Position



Directly reporting to this position:

Title	Classification	FTE
• Medical Workforce Officer	HSO; Level G4	5
• Medical Workforce Support Officer	HSO, Level G3	1



Also reporting to this supervisor:

- Senior Medical Workforce Officer (Registrars)
- Senior Medical Workforce Officer (BHS)
- Credentialing Coordinator L6

Key Responsibilities

Provides a comprehensive consultancy and advisory service on all aspects of human resource management for Interns and Resident Medical Officers. Oversees the daily duties of the Medical Workforce administrative staff reporting to the position.



EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.



Royal Perth Hospital staff share a strong sense of pride in the longstanding principles of Servio, Latin for 'to serve' which adorns our historic crest. The principles of this statement, adopted in 1937 bear testimony to the longstanding tradition of excellence in service that we strive to perpetuate into the future.

Brief Summary of Duties (in order of importance)

1. Human Resource Management – Interns and Resident Medical Officers

- 1.1 Manages the recruitment, selection, appointment, secondment, transfer, resignation/termination of Interns and Resident Medical Officers, and all other institutions/services staffed from RPH in accordance with legislative and regulatory framework governing public sector employment and the Hospital's corporate priorities.
- 1.2 Provides a comprehensive consultancy and advisory service to Medical Co-Directors, Heads of Department, Operations Managers and their staff on all aspects of human resource management and general conditions of service and administrative matters pertaining to Interns and RMOs.
- 1.3 Co-ordinates the advertising requests for Intern and Resident Medical Officer positions.
- 1.4 Co-ordinates offer of appointment letters and employment contracts to Interns and Resident Medical Officers ensuring compliance with award conditions and relevant human resource management practices.
- 1.5 Co-ordinates and maintains Intern and Resident Medical Officer term allocations in liaison with RPH Selection Panel Committee and Post Graduate medical Education.
- 1.6 Manages the required Intern and Resident Medical Officer staffing level in accordance with established position numbers and approved establishment.
- 1.7 Maintains accuracy of Intern and Resident Medical Officer Establishment position numbers in conjunction with Operations Managers and Heads of Department.
- 1.8 Organises and participates in selection panel meetings for Interns and Resident Medical Officers.
- 1.9 Liaises with PGMCA and organises the recruitment, selection and appointment of Interns.
- 1.10 Liaises with RPH Postgraduate Education Office and co-ordinates the yearly intern orientation program.
- 1.11 Liaises with HSS and ensures accuracy of payroll functions and authorisation of salary payments to Interns and Resident Medical Officers.

2. Administration – Interns and Resident Medical Officers

- 2.1 Participates in the Inter-hospital Junior Medical Staff liaison group meetings.
- 2.2 Co-ordinates the leave relief rosters and liaises with Medical Workforce Officers on the resourcing of leave relievers.
- 2.3 Co-ordinates the immigration visa sponsorship and medical registration of all JMO International Medical Graduates.
- 2.4 Checks and authorises acquaintance sheets costed to Clinical Services.
- 2.5 Monitors and organises payment of recoups.

3. Supervision- Staff Under Direct Supervision

- 3.1 Supervises and oversees the daily operations of administrative staff; ensuring staff are provided with relevant information and resources, site specific induction and on the job training.
- 3.2 Initiates and participates in the recruitment, selection and appointment of administrative staff.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Actively participates in the Peak Performance program.
- 4.3 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.
- 4.4 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

5. Undertakes other duties as directed

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Previous management or supervisory experience including the ability to work as an effective team member.
2. Demonstrated experience in Human Resource management practices and principles.
3. Highly developed skills in the following:
 - a Communication (oral, verbal and interpersonal) with individuals of all levels,
 - b Time management (ability to work effectively under pressure and meet deadlines),
 - c Problem solving, negotiation and conflict resolution.
4. Knowledge and understanding of current award, legislation and employment principles applicable to Medical Officers including international medical graduates within the public sector and their medical registration and credentialing requirements.
5. Computer literacy and experience in using Microsoft Office applications, i.e. Word, Excel, Access and Outlook.
6. 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. Possession or progress towards a higher qualification in a relevant area.
2. Previous experience in a hospital environment.
3. Demonstrated experience in a continuous process to monitor, evaluate and develop services and performances.

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
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	March 2020	