



# Job Description Form



*Community | Compassion | Quality*



*Integrity | Equity | Curiosity*



## Position Title

Position number: 613749

## Medical Recruitment Coordinator

### Clinical Excellence and Medical Services

The Clinical Excellence and Medical Services Directorate leads and coordinates a range of programs for WACHS including medical workforce recruitment and credentialing, medical education, medicolegal, safety and quality and our network of clinical directors and leads. We work closely with the executive and regional teams to foster and enable a positive environment for change and improvements in patient experience, safety and quality, clinician engagement and value-based health care. With patients at the centre of everything we do, we aim to provide care and services that meet our values.

### About the WA Country Health Service

#### Our Strategic Priorities



#### Our Values

##### Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

##### Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

##### Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

##### Integrity

We bring honesty, collaboration and professionalism to everything that we do.

##### Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

##### Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

#### Our Vision

To be a global leader in rural and remote healthcare.

#### Our Mission

To deliver and advance high quality care for country WA communities.

## Directorate overview

WA Country Health Service (WACHS) Medical Workforce (MW), Central Office provides strategic direction, governance and support for the human resource management for medical practitioners, including recruitment, credentialing, contracts, onboarding and regional medical administrator support.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at [www.wacountry.health.wa.gov.au](http://www.wacountry.health.wa.gov.au)

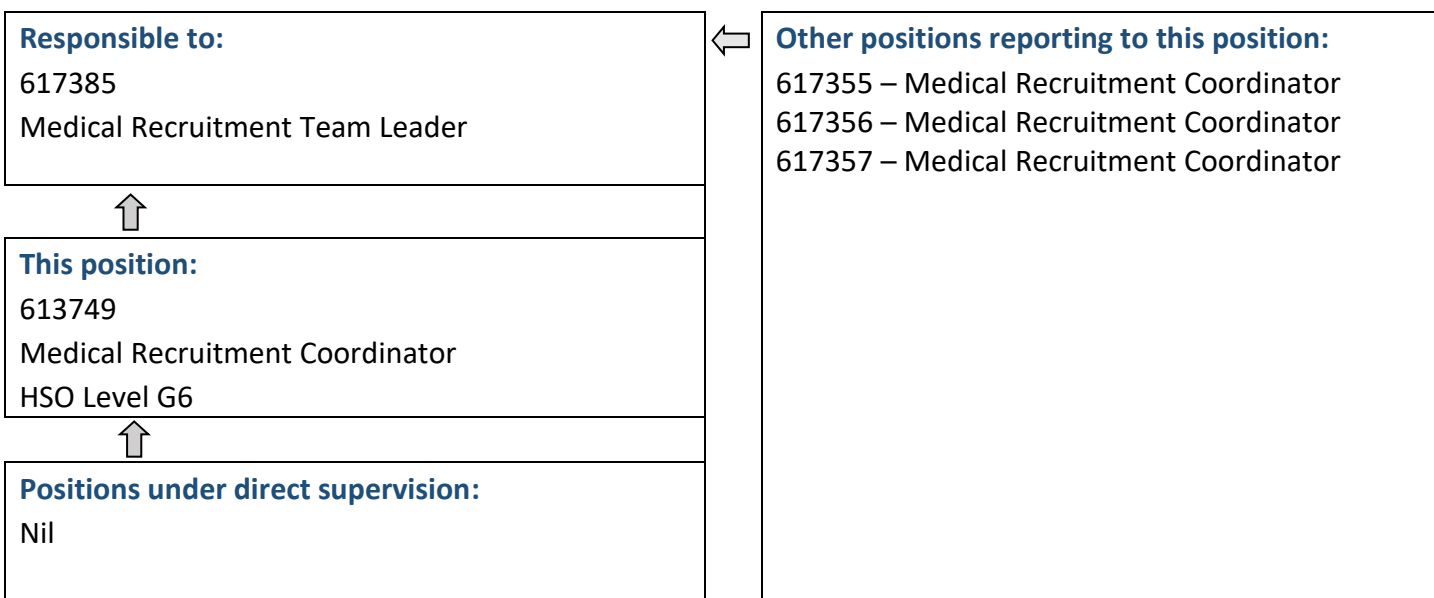
## Position Details

Position Number:	613749	Registration Date:	3 November 2022
Classification:	HSO Level G6	Location:	Central Office
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Clinical Excellence and Medical Services		

## Position Overview

The Medical Recruitment Coordinator implements the medical workforce strategic plan for WA Country Health Service (WACHS), actively participates in initiatives to market WACHS as an employer of choice and undertakes workforce projects that support the implementation of initiatives to enhance WACHS' capacity to deliver a healthy workforce. The position coordinates and undertakes advertising, recruitment and appointments to WACHS Medical Practitioner vacancies including monitoring regional vacancies in conjunction with the regional medical workforce teams. The position also builds and maintains effective recruitment processes ensuring compliance with relevant awards, agreements, standards and legislative requirements.

## Reporting Relationships



## Key Duties/Responsibilities

### 1. Branch Support

- 1.1. Contribute to the team's business plan and the delivery of the planned medical recruitment initiatives, campaigns and talent acquisition initiatives.
- 1.2. Work collaboratively with the team and across the medical workforce branch to ensure the delivery of an integrated and effective medical workforce related recruitment service.
- 1.3. Participate in strategic medical workforce planning for medical practitioners and related projects as appropriate.
- 1.4. Prepare briefing notes and discussion papers related to medical recruitment, as required in consultation with Medical Recruitment Team Lead.

### 2. Medical Recruitment and Talent Acquisition

- 2.1. Coordinate and administer medical practitioner vacancies in close consultation with regional sites including support with the application of quality assurance processes.
- 2.2. Coordinate and administer centralised recruitment pools for salaried medical vacancies across WACHS.
- 2.3. Ensure recruitment and talent acquisition processes comply with relevant policies, procedures and legislative/regulatory requirements.
- 2.4. Provide advice and assistance to management, selection panels, delegated officers, support staff and key stakeholders on the application of advertising, recruitment and selection strategies, systems and processes in accordance with recruitment policy, procedures and legislation.
- 2.5. Maintain up-to-date working knowledge of Public Sector Standards, recruitment, selection and appointment policies, procedures and practices, employment law and legislation as appropriate to the role.
- 2.6. Maintain up-to-date knowledge on medical practitioner registration process, specialist training pathways, specialist college recognition requirements and visa requirements.
- 2.7. Coordinate, develop and provide training to stakeholders as required.
- 2.8. Liaise with regional medical workforce administration and regional human resource staff to identify medical practitioner JDFs and FTE that require review and updating.
- 2.9. Liaise with internal and external stakeholders to provide advice and dispute resolution in relation to Recruitment Agency management and representation of medical practitioners.

### 3. Communication and Marketing

- 3.1. Develop and maintain contemporary advertising and marketing recruitment information and tools in order to attract talent, including documentation on careers in WACHS, regions, sites and specialties in line with WACHS' requirements.
- 3.2. Coordinate the implementation of marketing and advertising strategies and maximise advertising opportunities using innovative and creative marketing mechanisms and systems.
- 3.3. Respond to enquiries regarding medical employment opportunities and assist applicants submitting applications, ensuring all applicants are provided with a customer focused and effective service.
- 3.4. Externally represent WACHS in industry partner networks and connections such as attending conferences and expo to promote medical vacancies and talent acquisition.
- 3.5. Build and maintain strong relationships with organisations which will assist WACHS to respond to workforce demands.

### 4. Research, Data Management and Reporting

- 4.1. Maintain vacancy data base and statistics on all recruitment activities.
- 4.2. Prepare reports on recruitment activity, including details on medical practitioners represented by agencies.
- 4.3. Undertake research to contribute to the development of recruitment strategies and analyse data sets relating to talent acquisition, engagement and retention to identify opportunities for improvement.

### 5. Other

- 5.1. Participate in WACHS performance development and pursue professional development opportunities.
- 5.2. Other duties as required.



## Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

### Essential

1. Demonstrated experience in talent acquisition, recruitment and selection assessment methodologies and the application of policies, awards and legislation related to recruitment and advertising principles and practices.
2. Relevant experience in the delivery of talent acquisition and recruitment communication and marketing strategies
3. Demonstrated high level interpersonal skills with the ability to work effectively as part of a team and contribute to innovative workplace change initiatives.
4. Demonstrated high level verbal and written communication skills, including the ability to deal effectively with a wide range of individuals at all levels and assist with enquires over the phone and in writing.
5. Highly developed organisational skills and ability to coordinate activities and work with minimal supervision.
6. Demonstrated ability to undertake stakeholder consultation and facilitation.

### Desirable

1. Current knowledge and commitment to Equal Opportunity, Disability Services and Occupational Safety and Health in all aspects of employment and service delivery.

## Appointment Pre-requisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check

WA Country Health Service –  
Central Office

3 November 2022  
REGISTERED

