

Position Description

Position title	Director - Medical Workforce Unit		
Department / Division	Medical Workforce Unit, Division of Medical Services		
Classification	AO99	Employment Status	3 years Full Time Fixed Term
Position reports to	Executive Director, Medical Services and Clinical Governance		
No. of direct & indirect reports	6 direct: 1 indirect		
Location	The Royal Children's Hospital, Flemington Road, Parkville		

<p>The Royal Children's Hospital</p> <p>The Royal Children's Hospital's (RCH) vision is to be a great children's hospital – delivering Great Care, Everywhere.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>
<p>ROLE PURPOSE</p> <p>This role is responsible for the management and delivery of Medical Workforce Unit (MWU) strategy and related employment services and process across the organisation. Reporting to the Executive Director Medical Services and Clinical Governance this role is a key member of the Medical Services leadership team, working closely with a range of business units in order to effectively support the broader medical staff and departments through the employment life cycle and deliver on stated goals and objectives.</p>

<p>KEY ACCOUNTABILITIES</p> <p>Strategic Planning & Leadership:</p> <ul style="list-style-type: none"> • Work closely with relevant stakeholders to undertake strategic planning and develop a JMS consolidation plan for the Medical Workforce Unit • Foster a culture that encourages effective working relationships and commitment to high standards of service and clinical care • Provide guidance and support to staff in relation to a range of MWU processes in line with policies,

procedures, industrial instruments and agreements

- Develop, promote and lead by example a culture across the organisation which is values based and consistent with the RCH Vision
- Develop and maintain positive relationships with client groups and key external agencies to ensure quality outcomes
- Understand the overarching priorities and direction of RCH, and align MWU operational requirements accordingly
- Effectively manage the operational functions of the MWU to ensure a high quality service is provided to all customers, and ensure all administration work is undertaken to a high standard
- Participate in broader process development with the People & Culture team, particularly in relation to Visa management and payroll activities
- Plan, implement and monitor workforce strategies to recruit and retain the appropriate numbers and mix of junior medical staff
- Ensure recruitment processes follow industry best practice, in terms of gender equity and diversity
- Promote practices that optimise working conditions for the mental and physical health of all junior medical staff at RCH
- Work closely with the Victorian Basic Paediatric Training Network to ensure RCH junior medical staff recruitment is in line with developing statewide recruitment processes
- Monitor and manage the MWU budget in conjunction with the relevant Finance Management Accountant. Report variances and implement strategies as required to ensure a favorable year-to-date outcome

Operational

- Act as the point of escalation for all recruitment and employment administration-related issues within MWU
- Lead and monitor activities and process improvement initiatives within MWU
- Ensure recruitment processes follow industry best practice, in terms of gender equity and diversity
- Manage the onboarding and credentialing processes for JMS
- Understand the principles of roster development and management
- Monitor and manage the MWU budget in conjunction with the relevant Finance Management Accountant. Report variances and implement strategies as required to ensure a favorable year-to-date outcome

Customer Service:

- Establish and maintain effective communication and collaboration with staff and key internal and external stakeholders
- Establish and ensure adequate communication of MWU activities both internally and externally

People Management

- Management of MWU staff leave to ensure duties are appropriately covered during absences and leave liability remains at an appropriate level
- Organise and lead regular team meetings
- Oversee training and development needs of staff, including the RCH Performance Development and Planning (PDAP) process;
- Develop and foster a culture that encourages positive working relationships, a safe workplace, financial responsibility, innovation and productivity improvement

QUALIFICATIONS AND EXPERIENCE

Essential:

- Relevant tertiary qualification and/or employment experience in Human Resource Management or similar discipline;
- Demonstrated experience in managing a team to deliver quality, professional end-to-end recruitment and employment administration activities;
- Demonstrated experience as a Human Resources practitioner and/or in a Medical Workforce Unit, having performed employment services related activities in a management capacity;
- Demonstrated knowledge of interpreting reference documents, including but not limited to industrial instruments, Health Service Agreements, and/or Memorandum of Understanding;

Desirable:

- Knowledge of the prerequisites required for International Medical Graduates (IMGs) to practice medicine in Australia (e.g.: registration, immigration);
- Understanding the principles of budget management, including use of monitoring tools and reporting.

Other Requirements:

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children's Check throughout their employment
- A current, full drivers license for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their license (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure. Employees are required to maintain compliance with any legislative or regulatory vaccine requirements during the time of their employment

KEY SELECTION CRITERIA

- Strong, well developed people management skills, focusing on team building and cohesion;
- Well-developed verbal and written communication, interpersonal and stakeholder management skills;
- Energy and enthusiasm to deliver team objectives;
- Ability to develop and effectively implement process improvement and change;
- Demonstrated experience in the provision of Human Resources and/or Medical Workforce Unit related advice, guidance and support to managers and employees throughout an organisation;
- Demonstrated ability to respond flexibly to client needs, with the ability to develop practical solutions to problems and provide advice as required;
- Demonstrated ability to interpret and apply relevant policies, procedures and other reference documents;
- Detail conscious and ability to work to strict deadlines whilst managing conflicting priorities.

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<ul style="list-style-type: none"> Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.
<p>IMPORTANT INFORMATION</p>
<p>All employees are required to adhere to the Royal Children's Hospital Values:</p> <ul style="list-style-type: none"> Unity - We work as a team and in partnership with our communities Respect - We respect the rights of all and treat people the way we would like them to treat us Integrity - We believe that how we work is as important as the work we do Excellence - We are committed to achieving our goals and improving outcomes <p>RCH COMPACT</p> <p>All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.</p> <ul style="list-style-type: none"> We do better work caring for children and families when we also care for each other I bring a positive attitude to work – I share, I laugh, I enjoy other's company I take responsibility for my behaviour and its impact on others I am curious and seek out ways to constantly learn and improve I celebrate the good stuff, the small stuff, the big stuff – it all matters I speak up when things aren't right I value the many different roles it takes to deliver great patient care I actively listen because I want to understand others and make better decisions I am inclusive and value diversity When it comes to teamwork, I don't hold back – I'm all in <p>QUALITY, SAFETY AND IMPROVEMENT</p> <p>RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:</p> <ul style="list-style-type: none"> Acting in accordance and complying with all relevant Safety and Quality policies and procedures Identifying risks, reporting and being actively involved in risk mitigation strategies Participating in and actively contributing to quality improvement programs Complying with the requirements of the National Safety & Quality Health Service Standards Complying with all relevant clinical and/or competency standards Complying with the principles of Patient and Family Centred Care that relate to this position <p>The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.</p>

Position description last updated	April 2022
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