

POSITION DESCRIPTION

POSITION: Project Officer – Workforce Solutions

AREA: Program Delivery

REPORTS TO: Workforce Manager - Sustainability

DIRECT REPORTS: Nil

CLASSIFICATION: Level 4

RURAL WORKFORCE AGENCY, VICTORIA LIMITED (RWAV)

RWAV creates sustainable health workforce models that support Victoria’s rural, regional and Aboriginal communities. We draw on trusted relationships, smart data and best practice to establish models that are capable, connected and tailored to the communities they serve.

OUR MISSION

Develop and deliver solutions to enhance rural, regional and Aboriginal communities’ access to health workforce

OUR VALUES

It is integral for all of our employees to share in our values of **respect, trust, accountability, collaboration** and **innovation**.

YOUR ROLE

The primary function of your role is to plan, develop and assist with the implementation of workforce solution projects to address factors that impact health workforce shortages and access to appropriate health services for communities across rural Victoria.

Projects will include broad stakeholder engagement with internal and external partners to deliver outcomes for sustainable health care service delivery in the primary care setting.

This role supports the Rural Workforce Agency Victoria’s (RWAV) strategic direction in addressing health workforce shortages and mal-distribution in rural Victoria.

KEY RESPONSIBILITIES

- Assist with meeting current and future health workforce needs using data from the RWAV, Health Workforce needs assessment, PHN and community stakeholder consultations and national regional workforce data sets, to identify health service gaps.
- Collaborate and meet with relevant stakeholders including health professionals, general practices, health service and community health service providers, peak bodies, regional training organisation’s (RTO’s), Primary Health Networks

(PHN's), community stakeholders and other relevant stakeholders to discuss workforce solutions that support the current and future primary health workforce.

- Co-ordinate, document and implement the outcomes that arise from stakeholder meetings
- In collaboration with RWAV Regional Support Officers and management develop short, medium and long term workforce strategies and solutions to ensure access to quality health care services that are sustainable.
- Develop and manage projects for RWAV with key partner organisations (such as the 3 rural PHNs) to develop workforce capability and capacity across regional and rural Victoria.
- Work in collaboration with the other RWAV staff and teams to achieve common goals and outcomes.
- Other duties that may arise in the delivery of new and/or existing RWAV workforce programs and initiatives as directed.

SELECTION CRITERIA

Essential

- Business qualification and/or relevant experience in the health workforce sector
- Experience in the rural primary health care sector
- Understanding of health workforce and issues relating to health service delivery in rural Victoria.
- Proven experience in successfully managing projects within required timeframes
- Excellent organisational, planning and end to end project management skills
- Experience in working in a busy, dynamic and complex environment
- Proven experience in building strong, positive relationships through stakeholder engagement.
- Excellent *written* and verbal communication *skills* with a high level of customer service.
- Highly developed computer literacy skills including experience in Microsoft Office suite and CRM databases
- Ability to travel to rural and regional Victoria for business purposes on a regular basis

Desirable

- Strong knowledge of existing networks and how primary health care programs operate across Victoria

REVIEWED:	April 2019
CONDUCTED BY:	Workforce Manager - Sustainability
APPROVED BY:	Chief Executive Officer
NEXT REVIEW:	April 2020

As occupant of the position I have noted the role and primary responsibilities as detailed in this document.

Employees Signature: -----

Manager's Signature: -----

Date: -----