

POSITION DESCRIPTION

POSITION:	Workforce Administrator
AREA:	Program Delivery
REPORTS TO:	Workforce Manager – Sustainability
DIRECT REPORTS:	NA
CLASSIFICATION:	Level 2

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

As a Workforce Administrator you will be responsible for the administration associated with the Workforce Sustainability team. You will also be responsible for the provision of general administration support to other areas within Program Delivery

KEY RESPONSIBILITIES

- Administration functions of the JFPP in Victoria, including coordination of GP mentors and community contacts and community hosts, including sourcing new community contacts and hosts in Victorian rural communities where medical students are placed.
- Support the development and ongoing updates of the JFPP process manual
- Support administrative function of Future Workforce
- Process Grants applications received in accordance with the guidelines for the grant they have applied for.
- Administer the Grants and Scholarships programs in accordance with the guidelines

- Support the administrative functions of programs as directed
- Provide administrative functions and support across the Program Delivery teams when required and as directed.
- Record all client contacts accurately in the ChilliDB system and JFPP CRM system as required

SELECTION CRITERIA

- Highly developed administration skills including the capacity to set goals, set up and manage processes, think systemically and provide input to continuous quality improvement processes
- Proven success or experience in providing a wide range of administration support services
- Highly developed verbal and written communication skills
- Proficient level computing skills and an understanding of databases and skills in their use
- Demonstrated customer service and client management experience
- Demonstrated ability to maintain focus and give high attention to detail while dealing with multiple demands and deadlines
- Demonstrated teamwork and collaboration skills

REVIEWED:	August 2018
CONDUCTED BY:	General Manager Program Delivery
APPROVED BY:	Chief Executive Officer
NEXT REVIEW:	August 2019

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

Employees Signature: -----

Manager's Signature: -----

Date: -----