

## POSITION DESCRIPTION

|                        |  |
|------------------------|--|
| <b>POSITION:</b>       | Program Officer – Future Workforce (12 Months Maternity Leave) |
| <b>AREA:</b>           | Strategy and Stakeholder Engagement                            |
| <b>REPORTS TO:</b>     | Communications Manager   |
| <b>DIRECT REPORTS:</b> | N/A  |
| <b>CLASSIFICATION:</b> | 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

This role will lead the future workforce strategy for RWAV. This important work involves engaging with students and early career professionals and I lead the implementation of a rural student placement program, the John Flynn Placement Program.

### KEY RESPONSIBILITIES

1. Provide expert and timely advice to the Manager on the RWAV future workforce strategy including innovative approaches for engaging with students, early career professionals and Rural Bonded Medical Scholars.
2. Design, implement and evaluate initiatives focused on informing and supporting Rural Bonded Medical Scholars, students and early career health professionals.
3. Proactively lead the implementation of the John Flynn Placement Program in Victoria in accordance with the program guidelines.
4. Act as the point of contact for students and early career health professionals seeking information on a career in rural Victoria and wishing to engage with RWAV.

5. Coordinate conferences and events aimed at promoting the uptake of health careers in rural Victoria including designing and delivering presentations that promote RWAV and the RWAV Future Workforce objectives.
6. Build and develop stakeholder networks and foster opportunities that encourage stakeholder engagement and enhance RWAV brand promotion.
7. Other duties as directed by manager in accordance with the priorities of RWAV or the activity work plans for funded programs and consistent with the skills required for the role.

The roles and responsibilities will be reviewed periodically to ensure alignment with RWAV strategic priorities and contractual requirements.

## SELECTION CRITERIA

1. Possession of a relevant tertiary qualification and demonstrated relevant experience
2. Demonstrated experience in project and event planning, management and stakeholder engagement within the health sector
3. An interest and commitment to attracting and supporting early career professionals to work in health professional roles in country Victoria.
4. Highly developed project and administration skills including the capacity to set goals, set up and manage planning processes and think systemically and strategically
5. Superior presentation skills including highly developed communication, written and public speaking skills
6. Knowledge of health care delivery in Victoria and an understanding of health professional education
7. A holder of a current driver's license with the ability to travel to regional and rural parts of Victoria;

|                      |   |
|----------------------|---|
| <b>REVIEWED:</b>     | November 2020                                       |
| <b>CONDUCTED BY:</b> | People and Culture Manager                          |
| <b>APPROVED BY:</b>  | General Manager Strategy and Stakeholder Engagement |
| <b>NEXT REVIEW:</b>  | November 2021                                       |

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

Employees Signature: -----

Manager's Signature: -----

Date: -----