

POSITION DESCRIPTION

POSITION:	Administrator
AREA:	Healthcare Access
REPORTS TO:	Senior Manager Healthcare Access
DIRECT REPORTS:	Nil
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, courage, accountability, collaboration and innovation.

YOUR ROLE

The primary function of your role as Administrator is to be responsible for the co-ordination and administration of work within the Healthcare Access team.

KEY RESPONSIBILITIES

1. Act as first point of contact for enquiries in relation to the healthcare access team and coordinate all relevant administrative requirements providing administrative support to RWAV management in a timely manner with a focus on quality data and customer service focus.
2. Provide administration support to the RWAV recruitment and outreach programs in accordance with agreed procedures, protocols and time-frames ensuring 100% of all external enquires and correspondence are saved in Chilli/Mars.
3. Screen candidates against suitability and eligibility requirements. Confirm eligibility of candidate screened and ensure documentation is accurate and complete.
4. Provide administrative support for the RWAV locums programs.
5. Assist with the monitoring and collection of data for the purposes of contractual reporting and KPI's.

6. **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

- **A Bachelor’s Degree or TAFE qualifications in human resources, procurement, health administration or business.**
- **Sound organisational and time management skills including the ability to cope with high volumes of work and to prioritise to meet tight deadlines**
- **Excellent interpersonal and communication skills (written and in writing), including the ability to build positive relationships and to communicate and negotiate effectively with a variety of stakeholders**
- **Highly developed administration skills including the capacity to set goals, set up and manage processes and think systemically and strategically**
- **Proven success or experience in providing a wide range of administration support services**
- **Proficient level computing skills and an understanding of databases and skills in their use**
- **Excellent customer service and client management experience**
- **Illustrated ability to maintain focus and give high attention to detail while dealing with multiple demands and deadlines**
- **Demonstrated teamwork and collaboration skills**

REVIEWED:	August 2020
CONDUCTED BY:	Human Resources
APPROVED BY:	GM – Strategy & Stakeholder Engagement
NEXT REVIEW:	August 2021

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

Employees Signature: -----
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Manager’s Signature: -----
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Date: -----
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