

POSITION DESCRIPTION

POSITION:	Administrator, MDRAP Support Package
AREA:	Workforce Quality
REPORTS TO:	Manager Workforce Quality
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, trust, accountability, collaboration and innovation.

YOUR ROLE

The primary function of your role as Administrator is to provide administrative support to the Workforce Quality team, with a specific focus on the coordination and administration requirements of the More Doctors for Rural Australia Program (MDRAP) Support Package.

KEY RESPONSIBILITIES

1. Coordinate all relevant administrative requirements for the MDRAP Support Package
2. Provide administrative support for the MDRAP Support Package in accordance with agreed procedures, protocols and timeframes
3. Assist with the monitoring and collection of data for the purposes of contractual reporting and KPIs
4. 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

- Strong organisational and time management skills.
- Excellent interpersonal and communication skills; including the ability to build positive relationships and communicate and negotiate effectively with a variety of stakeholders.
- Highly developed administration skills including the capacity to set goals, establish and manage processes and think systemically and strategically.
- Demonstrated experience in providing high quality administration support services.
- Intermediate level of proficiency in MS Office suite and experienced in the use of databases.
- Demonstrated experience in providing high quality customer service and stakeholder management.
- Ability to maintain focus and give high attention to detail while dealing with multiple demands and deadlines.

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