

POSITION DESCRIPTION

POSITION:	Allied Health Business Coordinator
AREA:	Strategy & Stakeholder Engagement
REPORTS TO:	Senior Manager, Health Workforce Development
DIRECT REPORTS:	Nil
CLASSIFICATION:	Level 4
DURATION:	12 months Fixed Term Contract, 1.0 FTE

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 Allied Health Business Coordinator is to work collaboratively with key stakeholders including but not limited to AHPRA, Peak Bodies and Associations, Local Government, practices and health services in rural Victoria, to strategically support and facilitate allied health business opportunities. Build internal capacity within RWAV in meeting the allied health needs of the rural community.

KEY RESPONSIBILITIES

1. **Strategically engage with key stakeholders** such as community health services, practice managers, Primary Health Networks and others as identified, to develop strategic partnerships to maximise opportunities to expand the availability/provision of allied health professionals in rural Victoria.
2. **Proactively develop and manage** the engagement of the health sector through sound project management implementation, including convening and leading meetings, delivering timely regular reporting, crafting submissions, building systems, and evaluating the effectiveness of activities against criteria for success.

3. **Provide evidence based, expert and timely advice** to RWAV management, general practices and health services on strategies to increase the availability of allied health services in rural and remote Victorian communities.
4. **Other duties** as directed by the 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

- Possession of relevant tertiary qualification and/or relevant experience, such as public health, business management, project management.
- Background working in project management, stakeholder engagement, development of strategic partnerships and networks.
- Proven experience in building strategic, strong, positive relationships.
- Has a vision for how client access to allied health services can be improved across rural Victoria.
- Strong knowledge of existing allied health networks and how primary health care programs operate across Victoria.
- High level computing skills including a sound knowledge and experience in the preparation and manipulation of spread sheets and word documents and a sound understanding of databases and skills in their use.
- A holder of a current driver’s license with the ability to travel to regional and rural parts of Victoria.

REVIEWED:	February 2021
CONDUCTED BY:	HR Manager
APPROVED BY:	General Manager – Strategy & Stakeholder Engagement
NEXT REVIEW:	February 2022

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

Employees Signature: -----

Manager’s Signature: -----

Date: -----