

POSITION DESCRIPTION

POSITION:	Recruitment Coordinator – RWAV GP Locum Program
AREA:	Healthcare Access
REPORTS TO:	Team Leader- Health Professional Recruitment
DIRECT REPORTS:	Nil
CLASSIFICATION:	Level 4

Who We Are

Since its inception in 1997, the Rural Workforce Agency Victoria (RWAV) has become a significant and successful non-profit organisation based in Victoria, Australia.

RWAV improves access to quality primary care health services and other health services for rural, regional and First Nations communities across Victoria. We improve health outcomes through effective and customised health workforce solutions that are informed through partnerships, workforce and population health data, and collaboration with communities.

Our Purpose

Providing effective and customised health workforce solutions for rural and First Nations communities in Victoria.

Our Vision

All Victorian communities to be supported with equitable access to a high-quality health workforce that promotes positive health outcomes.

What We Do

RWAV provides sustainable health workforce solutions for Victorian rural, regional and First Nations communities to enable equitable access to primary health care. We do this by:

- Providing health workforce recruitment, locum services, outreach and grant programs.
- Influencing key decision-makers through our health workforce data, research and analysis expertise.
- Collaborating to support a well-distributed, high-quality health workforce throughout Victoria.

Our Values

Respect	We treat everyone with dignity, recognising the value and diversity of our communities. We listen to everyone and respect their views and contributions.
Accountability	We are transparent and accountable to those we work with concerning our services and their delivery.
Collaboration	We work as a team with our community by building strong relationships. We embrace opportunities to collaborate and partner with communities and organisations to help us achieve our goals.
Innovation	We embrace change and constantly seek new ways to achieve our goals.
Resilience	We respond to challenges willingly, with a holistic approach and unwavering resolve.

The Role:

The RWAV GP Locum Program is designed to support the retention of doctors in rural and regional Victoria, offering short-term locum relief for various purposes such as holidays, sickness, and education leave. As the Recruitment Coordinator for the RWAV GP Locum Program, your primary responsibility is to recruit and case manage GP locums, ensuring the provision of short-term support for health services in rural communities is both appropriate and sustainable.

As a crucial member of the Healthcare Access Team, you may be called upon to contribute to and support the permanent recruitment team during periods of high demand or leave.

Key Responsibilities:

1. **Comprehensive Program Coordination:** Oversee the end-to-end delivery of the RWAV GP Locum Program, adhering to funding guidelines, and providing expert advice to management as needed.
2. **Strategic GP Sourcing and Management:** Build and cultivate relationships with key partners, stakeholders, and employers in the health sector to source and manage potential GP Locums. Maintain a strong focus on advocating for rural communities in Victoria.
3. **Independent Program Coordination:** Efficiently coordinate the RWAV Specialist GP Locum Program independently. Handle tasks such as locum requests, candidate interviews, candidate care, and placement scheduling in accordance with contracts, policies, procedures, budgets, and timelines.
4. **Financial Budgeting:** Manage all aspects of financial budgeting, including the allocation of grants and subsidies to health services and GPs within agreed targets and constraints.
5. **Business Development and Relationship Management:** Take charge of business development and relationship management, addressing health service workforce needs in rural general practice.
6. **Reporting and Data Provision:** Generate reporting data for the RWAV GP Locum Program, meeting the requirements of funding agencies and RWAV priorities.
7. **Innovative Marketing and Communication:** Support the development and implementation of innovative marketing and communication strategies to foster strong relationships with stakeholders and health professionals engaging with RWAV.
8. **Adaptability to Priorities:** Undertake other duties directed by the manager in line with RWAV priorities or activity work plans for funded programs, consistent with the role's required skills.

These roles and responsibilities will undergo periodic review to ensure alignment with RWAV's strategic priorities and contractual requirements.

Selection Criteria:

- Relevant tertiary qualification
- Experience in temp/locum recruitment
- Outstanding interpersonal and verbal communication skills
- Well-developed written communication skills
- Exceptional stakeholder engagement skills
- Knowledge of health, cultural, and social issues
- Exceptional organisational and time management skills
- High-level computing skills

- Ability to work independently and as part of a team
- Positive workplace culture contribution
- Current driver's license and willingness to travel

REVIEWED:	November 2023
CONDUCTED BY:	General Manager, People and Culture
APPROVED BY:	General Manager, Service Delivery
NEXT REVIEW:	November 2024

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

Employees Signature: -----

Manager’s Signature: -----

Date: -----