

Recruitment Package



GP Locum Program Officer

Full-time – 37.5 hours per week

2 year contract

Subject to 3 month probationary period

Salary range \$62,000 - \$66,000 plus super

This Recruitment Package contains:

Part 1 – Information about the organisation and the position

Part 2 – Job application guidelines

Part 3 – Position Description (including selection criteria)

PART 1 – The organisation

Rural Health West is a not-for-profit, membership-based organisation. It is a company limited by guarantee, funded by the State and Commonwealth governments to support communities in rural and remote Western Australia through the recruitment and retention of a high quality, sustainable health workforce and the provision of direct community services.

Rural Health West is an equal opportunity employer committed to providing a working environment that embraces and values diversity and inclusion. We encourage people from different backgrounds to apply, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds and people with disabilities.

Further information is available at www.ruralhealthwest.com.au .

The position

Advertisement as found on SEEK.com.au.

GP Locum Program Officer

Rural Health West aims to improve access to quality healthcare for rural communities through the provision of a highly skilled, motivated and sustainable medical and allied health workforce. We are a not-for-profit organisation primarily funded through the WA Country Health Service and the Australian Government Department of Health.

- Full time role
- Two year fixed term contract
- Central location in Nedlands, Western Australia
- Excellent remuneration – from \$62,000 - \$66,000 pa plus super, depending on experience
- Tax free salary packaging up to \$15,899 per annum

We are looking for someone who can:

- Foster a culture of strong staff engagement aligning with the values of Rural Health West
- Work closely with rural general practices and Aboriginal Medical Services to identify their GP locum requirements
- Match suitable locum GPs to vacancies
- Promote the locum program to general practitioners and practices
- Manage the program budget and assist with month-end reporting

To be considered for interview, applicants **must address the selection criteria** included in the Recruitment Package which is available at www.ruralhealthwest.com.au/employment .

For further information:

Email hr@ruralhealthwest.com.au or phone Human Resources on 08 6389 4500.

CLOSING DATE FOR APPLICATIONS IS

Friday 15 June 2018

PART 2 – Job application guidelines

Thank you for your interest in applying for a position at Rural Health West. It is important that your application complies with the guidelines below. Your application must be received by 5:00pm on the closing date. Late applications cannot be accepted.

Please note that the successful applicant will be required to provide a copy of their National Police Clearance Certificate which is less than 6 months old.

What to include in the written application:

- A covering letter containing:
 - your address
 - the title of the position for which you are applying
 - a paragraph or two briefly highlighting the main skills or abilities you can bring to the position; and
 - details of how and when you can be contacted if required to attend an interview.
- Your resume (curriculum vitae) providing your personal details, qualifications and work history.
- A document addressing each point of the selection criteria (found in the Position Description) with valid experience.
- The names and daytime contact details of two work-related referees.
- Photocopies (not originals) of your major qualifications.
- Evidence of your eligibility to work in Australia if you are not an Australian or New Zealand citizen.

What happens after the closing date:

The selection committee will consider all completed applications. The selection process is usually completed within four weeks of the closing date. You will be contacted again if you are required for interview.

How to prepare for the interview:

The interview questions will be job-related and based on the selection criteria to enable you to provide examples of work situations where you applied the required knowledge, skills and abilities. You may also bring along any reports or examples of your work that you consider relevant for presentation at the interview.

Who to contact for more information:

Human Resources at Rural Health West.

Telephone: 08 6389 4500

Email: hr@ruralhealthwest.com.au

PART 3 – Position Description

Position

KEY RESPONSIBILITIES

Actively contribute to the development of a culture consistent with the values of Rural Health West.

As a member of the Locum Services team, contribute to the aims and objectives of Rural Health West to ensure the sustainable provision of well governed and consumer focused services.

Coordinate and maintain the delivery of the Locum Placement Service in rural and remote Western Australia.

Proactively recruit unconditionally registered doctors to undertake locum assignments.

LEVEL OF RESPONSIBILITY

The applicant will work as a member of the Workforce Solutions team and report to the Manager, Workforce Solutions.

STATEMENT OF DUTIES

Under the broad direction of the Manager, Workforce Solutions:

- Liaise with general practices, and Aboriginal Medical Services to determine locum requirements and process requests and enquiries.
- Prioritise placements using placement framework.
- Assess the suitability of locums new to Rural Health West.
- Fill locum vacancies from a pool of suitably qualified general practitioners, ensuring a good fit between doctor and practice.
- Undertake administration functions for the Locum Placement Service as required. These include but not limited to travel and accommodation bookings, arranging credentialing with WACHS, applying for Medicare provider numbers, maintenance of databases and filings systems, processing of entitlements and reimbursements.
- In liaison with the Manager, Workforce Solutions develop marketing strategies to attract new locums; and to promote the locum service to practices and Aboriginal Medical Services.
- Manage the program budget and undertake month-end financial duties.
- Assist with the monitoring and collection of data for the purposes of reporting 'Key Performance Indicators.
- Contribute to continuous quality improvement of the Locum Placement Service systems, policies and procedures to ensure its efficient operation;
- Liaise with individuals and organisations relevant to the health industry including rural practices, the WA Health, Western Australian Country Health Service, Medical Board of Western Australia, other Rural Workforce Agencies, Medicare Australia and the Commonwealth Department of Health.
- Other duties as required.

Selection Criteria

Essential

- Willingness to contribute to a positive workplace culture
- Demonstrated experience or knowledge of the general practice environment
- Excellent written, verbal and interpersonal communication skills
- High level interpersonal skills
- Demonstrated ability to implement programs and evaluate effectiveness
- Ability to work independently, show initiative and work productively as part of a team
- Excellent planning and organisational skills, and the ability to set priorities and meet deadlines
- Substantial administrative experience
- Proficiency in a range of IT skills including word processing, spreadsheets, databases, internet and email

Desirable

- Knowledge of rural Western Australia.