



Position Description

Date PD Created: 12 July 2019

SECTION 1: POSITION IDENTIFICATION

Position Title: Junior Doctor Ambassador

Classification: Level 5

SECTION 2: POSITION RELATIONSHIPS

Position responsible to: Manager Workforce Solutions

Positions with direct responsibility to this position: Nil

SECTION 3: CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature: _____ Date: _____
Manager Workforce Solutions

Signature: _____ Date: _____
General Manager Workforce

Signature: _____ Date: _____
Chief Executive Officer

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name: _____

Signature: _____ Date: _____

Date appointed to this position: _____

SECTION 4: KEY RESPONSIBILITIES

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

As a member of the Workforce Solutions team, contribute to the aims and objectives of Rural Health West to ensure the provision of well-governed and consumer-focused services through the following programs:

- Future Workforce
- WA Allied Health Interested in the Bush Experience (WAALHIIBE) Rural Health Club

SECTION 5: LEVEL OF RESPONSIBILITY

The incumbent will work as a member of the Workforce Solutions team and be responsible to the Manager Workforce Solutions.

SECTION 6: STATEMENT OF DUTIES

Future Workforce

In consultation with the Manager Workforce Solutions and Workforce Solutions team, work to attract future health workforce to rural Western Australia by:

- Increasing the profile of Rural Health West among junior doctors, nurses and allied health professionals working in Western Australia.

Activities and responsibilities of a Rural Health Ambassador:

- Promote rural careers to health professionals during conversations and via social media.
- Post or blog fortnightly via your preferred social media platform (LinkedIn, Facebook, Instagram etc.) information which promotes a rural health career. This can be in terms of location, skills developed or applied, cases seen, breadth of practice, community impact etc. Re-sharing Rural Health West posts with your network is another strategy to meet this responsibility. Tag the Manager, Workforce Solutions and Rural Health West into each of these posts.
- Prepare monthly bullet-point report which details the activities that you have completed/ undertaken during the month in your capacity as Rural Health Ambassador. Email the report to Future Workforce Officer and Manager, Workforce Solutions.
- Attend Rural Health West events and conferences to enhance your skills and knowledge and network with health professionals working in rural communities.
- Identify needs or strategies focused on promoting rural health careers to students and health professionals. Discuss ideas with the Future Workforce Officer or Manager, Workforce Solutions to confirm viability and funding options for the proposed project.
- Distribute Rural Health West promotional materials.
- Attend relevant training and development sessions as directed by Manager, Workforce Solutions.
- Other activities as directed by Rural Health West.

Common Workforce Team Tasks

In collaboration with the Manager Workforce Solutions and Workforce team members, including but not limited to:

- Support Rural Health West business activities as directed by the Manager Workforce Solutions.
- Develop policies and procedures, and evaluation and quality improvement activities as required.
- Maintain relevant databases and filing systems to reflect key performance indicators (KPIs).
- Meet program reporting requirements.

- In consultation with the Communications and Marketing Manager, develop resources and promotional material in line with the Rural Health West Corporate Style Guide.

SECTION 7: SELECTION CRITERIA

Essential

- Ability to work independently, show initiative and work productively within a team environment.
- Highly developed organisational skills and demonstrated ability to meet deadlines and set priorities.
- Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email.
- Highly developed written, verbal and interpersonal communication skills.
- Willingness to contribute to a positive workplace culture.
- Relevant tertiary qualifications.

Desirable

- Ability to positively interact with a wide range of people and organisations including students, doctors, medical bodies and stakeholder organisations.
- Relevant experience in the health industry.
- Knowledge of rural Western Australia.

SECTION 8: APPOINTMENT FACTORS

- Working hours as outlined in the employment contract.
- Some after hours and occasional weekend work will be required.



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