



# Position Description

## POSITION DESCRIPTION

Date: 12 July 2019

### SECTION 1: POSITION IDENTIFICATION

Position Title: Medical Student 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 medical students and to members of the SPINRPHEX Rural Health Club.
- Increasing the profile of Rural Health West and WAALHIIBE Rural Health Club among allied health and nursing students.

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 Solutions Team Tasks**

In collaboration with the Manager Workforce Solutions and Workforce Solutions 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 Coordinator, 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 to 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.

### 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.
- Relevant tertiary qualifications or equivalent competency.
- 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.



PARTNER



*These workshops are funded by the WA Country Health Service and the Australian Government Department of Health.*