

# Position Description

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|----------------------------|------------------------------------------------------------------------------------------------------------------|
| Position Title             | Coordinator Workforce Resourcing                                                                                 |
| Position Number            | 30028987                                                                                                         |
| Division                   | People & Culture                                                                                                 |
| Department                 | Workforce Planning and Resourcing                                                                                |
| Team                       | Workforce Planning and Resourcing                                                                                |
| Enterprise Agreement       | (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025 |
| Classification Description | Administrative Grade 3                                                                                           |
| Classification Code        | HS3                                                                                                              |
| Reports to                 | Manager Workforce Resourcing                                                                                     |
| Management Level           | Non Management                                                                                                   |
| Staff Capability Statement | Please click here for a link to <a href="#">staff capabilities statement</a>                                     |

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## The People & Culture Division

The People and Culture Division supports managers, staff and volunteers working at Bendigo Health through a range of services including workforce planning and resourcing strategies, employee relations, industrial relations, learning and development and workplace health and safety. Payroll and salary packaging also report into this division, providing seamless service for staff from on-boarding and contract development to applying contracts and ensuring staff get the right remuneration.

Staff in the Division of People and Culture provide support and advice in line with our strategic goals and objectives of empowering our people and providing a positive work environment for staff and volunteers where they feel valued, safe and supported to work together in delivering excellent care and services.

## The Workforce Planning and Resourcing Team

The Workforce Planning and Resourcing team works in partnership with managers to tailor effective and innovative recruitment, retention, attraction and workforce planning strategies across the organisation. The team also sources the clinical and non-clinical workforces at Bendigo Health to ensure the organisation can provide optimal patient care.

The Recruitment team work with allocated departmental managers to support them in all aspects of the recruitment and selection process. This includes coordinating the processes of the online e-Recruit recruitment system, internal and external advertising of vacancies, updating position descriptions, running assessment centres, creation of employment contracts, on boarding new staff members and ensuring all pre-employment checks and credentialing are completed prior to commencement. The team also generate variation employment contracts for existing staff.

The Resourcing team's day-to-day tasks involves working collaboratively with the After Hours Managers and ANUM/NUM's to assist filling staffing gaps across the clinical and non-clinical areas of the hospital.

## The Position

The Coordinator Workforce Resourcing is responsible for the day to day operation of the Health Services Assistant Bank and Administration Bank at Bendigo Health and provides operational support to the Manager Workforce Resourcing for the day to day operation of the Clinical & Non-Clinical Workforce.

The Coordinator ensures that all recruitment and selection activities for the Clinical and Non-Clinical Workforce is completed in a timely manner in order to meet the demands of the service. This includes a pool and bank of approximately 600 staff in roles such as registered nurses, midwives, enrolled nurses, health service assistants and administrative staff.

The Coordinator Workforce is also responsible for the follow up of the Clinical & Non-Clinical Workforce Compliance.

The position requires a pro-active and friendly individual who is able to manage competing priorities and develop effective working relationships with others.

## Responsibilities and Accountabilities

### Key Responsibilities

- Coordinate all aspects of recruitment and selection processes for the Clinical and Non-Clinical Workforce including interviews, assessment centres and reference checks.
- In collaboration with the Manager Workforce Resourcing co-ordinate the onboarding of new staff for Casual Bank and Pool(s)
- Co-ordinate the administrative processes associated with the completion of annual performance reviews for all staff engaged on Casual Bank and Pool(s).
- Co-ordinate the administrative processes related to variations to employment arrangements and resignations for all staff on Casual Bank and Pool(s).
- Monitor mandatory training, compliance checks and other competencies for the Clinical and Non-Clinical Workforce as per Bendigo Health policy.
- Co-ordinate the administrative processes associated with Kronos for all staff on Casual Bank and Pool(s).
- Act as the central contact for all staff engaged on the Administration Bank and Health Service Assistant Bank/Pool.
- Complete the administration required in eRecruit in order for employment contracts to be generated, including contract variations for existing Pool & Bank staff as required.
- Complete Kronos exceptions and enter schedules into timecards for the Non-Clinical Workforce and Health Service assistance Bank (approx. 200 employees) in time for payroll sign off .
- Liaise with Managers to understand their short-term vacancy and send out expression of interests to the clinical and non-clinical workforce to assist backfilling when staff go on extended leave or additional staff are required for a certain period of time.
- Understanding the Resourcing Coordinators day-to-day process to assist with backfilling where required.
- Assist the Clinical and Non-Clinical Workforce employees with Kronos training (Setting up availabilities, Shift notifications, applying for leave)
- Prepare monthly and adhoc reports and statistics relating to the key performance indicators relating to recruitment and compliance data.
- Other duties as directed.

### Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff

must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

- Excellent organisational skills with a proven ability to manage multiple tasks, maintain strong attention to detail and work to set timeframes / deadlines
- Demonstrated experience in end-to-end recruitment and selection process.
- Ability to work in a fast-paced environment and remain enthusiastic, friendly and helpful.
- Advanced computer skills, including use of Microsoft Excel and Outlook.
- Ability to think strategically and provide strategies that have a positive impact.
- Capability to communicate process change to a diverse range of people at all levels and provide education support to managers.

## Desirable

- Degree qualified in Human Resources or equivalent desirable but not essential.
- Previous experience in public health or in a health environment.
- Experience using KRONOS Dimensions and E-recruit.

## Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*