

Position Description

Position Title	Recruitment Support Coordinator
Position Number	30007020
Division	People and Culture
Department	Medical Workforce Unit
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2025-2027
Classification Description	Administrative G3 L1 – L5
Classification Code	HS3 – HS25
Reports to	Director, Medical Workforce Unit
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	- National Police Record Check - Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The position supports the delivery of Bendigo Health's strategic and operational priorities for the junior medical workforce by coordinating recruitment, resourcing, onboarding, registration and workforce projects. Working closely with the Medical Workforce Unit team members, internal stakeholders and external health services, the position is broadly responsible for ensuring the timely and effective recruitment, appointment and transition of junior medical staff, while supporting compliance, workforce partnerships, reporting and continuous improvement initiatives. The role contributes to maintaining a capable and sustainable junior medical workforce that meets current and future service requirements and supports the delivery of safe, high-quality patient care.

Responsibilities and Accountabilities

Key Responsibilities

Recruitment and Resourcing

- Assist in the development and promotion of JMO employment pathways, streams and positions in conjunction with the MWU Team and other key stakeholders.
- In consultation with the HMO Support Manager, Director MWU and other key stakeholders manage and coordinate bulk recruitment processes including direct domestic and international recruitment, various Postgraduate Medical Council Victoria (PMCV) match processes, specialists' college processes and other recruitment models.
- Scheduling and assisting with interviews for junior doctor candidates including coordinating dates, times, and panel availability.
- Assist in coordinating the review and management of doctors engaged through secondment and rotational agreements and liaise with external stakeholders as directed by the HMO Coordinators, HMO Support Manager and Director MWU.
- Liaise with internal stakeholders on a regular basis to monitor their vacancies and keep them informed of progress of positions throughout the recruitment lifecycle.
- Coordinate the education of key stakeholders on recruitment and selection processes and the SuccessFactors system.
- Liaise with the Medical Recruitment Coordinator (Workforce Planning and Resourcing) to facilitate the recruitment and onboarding requirements for the junior medical workforce.
- Assist with and participate in annual Medical Careers events and other promotional activities as required in conjunction with the Workforce Planning and Resourcing team.
- Assist in facilitating the on boarding, induction and orientation of the junior medical workforce including the coordination of rotational doctors to and from other health services.

Quality & Safety

- Responsible for in consultation with the HMO Support Manager, Director MWU and CMO for facilitating, completing and submitting Australian Health Practitioner Regulation Agency (AHPRA) registration requirements as part of onboarding process for new starters including maintaining the registration database to ensure compliance with ongoing requirements.

General

- Participate in projects under the direction of the Director MWU, CMO, DCMO and People & Culture related to recruitment and selection.
- Coordinate and implement all aspects of the project plans including scheduling, estimating, tracking and reporting against project activities in consultation with key stakeholders of the project.
- Assist in the development and completion of applications for funding relevant to the junior medical workforce.
- Liaise with other campuses/rotating health services in regards to rotating junior medical staff as it relates to the development of partnerships and prevocational training projects.
- Prepare reports, presentations and other documents as requested. This includes monthly reports and statistics relating to key performance indicators relating to the junior medical workforce.
- Other duties as directed by the Manager Medical Workforce Unit.

Key Selection Criteria

Essential

1. A tertiary qualification in Human Resources/Health Services/Business Management or a related field and/or demonstrated experience in a similar role.
2. Significant recruitment and talent acquisition experience ranging from high volume to specialist, technical and management roles.
3. Strategic workforce planning, problem-solving and resource management skills.
4. Strong communication, customer service, confidentiality and Microsoft Office skills.
5. Excellent interpersonal, verbal and written communication skills, with the ability to work effectively with people at all levels.
6. Strong planning and organisational skills, with the ability to meet deadlines and deliver outcomes.
7. Ability to adapt to change and contribute positively to continuous improvement.
8. Strong analytical and teamwork skills, with the ability to analyse data, prepare reports and build effective stakeholder relationships.

Desirable

9. Experience in a similar role within a health service.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.

- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

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.