

Position Description

Position Title	Resourcing Coordinator
Position Number	30028107
Division	People and Culture
Department	Enter Department
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 3
Classification Code	HS3 – HS25
Reports to	Workforce Resourcing Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none">• 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](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

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

The Position

The Resourcing Coordinator works in partnership with the key organisational leaders to assist with filling the staffing gaps across the health service. The role involves liaising with relevant managers to assist replacing staffing shortfalls with Pool and casual bank staff, which occur due to unplanned sick leave and roster shortfalls.

The role is dynamic and fast paced which requires the ability to respond to time sensitive resourcing demands whilst having the ability to manage competing priorities and problem solve effectively. The role is also rewarding and satisfying knowing you have helped the hospital provide optimal care by staffing the Units.

Responsibilities and Accountabilities

Key Responsibilities

- Liaise with Nurse Unit Managers or delegates to assist with filling the staffing gaps using the rostered Pool staff & engaging the casual bank staff. Communicate with the After Hours managers to assisting staffing.
- Assist the Clinical and Non-Clinical workforce employees with Kronos training.
- Provide Kronos training and support to Unit Managers.
- Complete administrative tasks associated with compiling vacant shifts.
- Utilise the Kronos system to notify all relevant staff of vacant shifts.
- Manage incoming and outgoing telephone enquiries and emails and escalate enquiries where required.
- Collaborate with relevant managers and send them Agency staff's CV and Reference check to consider.
- Communicate with P&C to on board suitable agency staff. Send Welcome email and request ICT access for agency staff once on boarded.
- Collaborate with Accommodation services to book and maintain staff accommodation.
- Upload invoices to Oracle for payment.
- Assist the Manager Workforce Resourcing with projects and tasks.
- Other duties as directed.

Key Selection Criteria

Essential

1. Proven ability to provide high quality office administration within a team environment.
2. Ability to work within a team and with multiple Managers in a friendly and supportive manner.
3. Demonstrated ability to prioritise and problem solve whilst working within a fast-paced environment.
4. Demonstrated ability to work in a self-directed and independent capacity.
5. Demonstrated ability to think strategically and provide effective process strategies that have a positive impact on the organisation with respect to workforce planning and resourcing.
6. Advanced computer skills, including use of Microsoft Excel and Outlook.

Desirable

7. Certificate III in Business Administration or equivalent
8. Previous experience working within the health industry and understanding of clinical environment, particularly rostering, ratios and skills mix requirements would be beneficial.

9. Experience working with Kronos Dimensions is highly desirable.

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.
- 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.