

## Position Description

Position Title	Workforce Resourcing Manager
Position Number	30103602
Division	People and Culture
Department	Workforce Planning and Resourcing
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative G5 L1 - L5
Classification Code	HS5 – HS33
Reports to	Director – Workforce Planning and Resourcing
Management Level	Tier 3 - Business Manager
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>National Police Record Check</li> <li>Immunisation Requirements</li> </ul>

## 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 Manager – Workforce Resourcing at Bendigo Health oversees the day-to-day operations of the Clinical and Non-Clinical Casual Workforce, including Nursing, Midwifery, Health Services Assistants, and Administration staff, as well as part-time and full-time staff across the Acute, Psych, and Residential Aged Care pools. This role partners with managers across the organisation to implement effective recruitment, retention, and workforce planning strategies, ensuring optimal staffing levels to support high-quality patient care. The manager is responsible for managing the full recruitment lifecycle, coordinating rosters and

schedules, ensuring compliance, monitoring workforce competencies, and leading the Resourcing Team to enable each unit to deliver safe and efficient patient care.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

- Liaise and collaborate with managers to identify and meet workforce resourcing requirements across Bendigo Health.
- Promote Bendigo Health as an employer of choice for Nurses, Midwives, Health Services Assistants, and Administration staff.
- Manage end-to-end recruitment activities for the Clinical and Non-Clinical Workforce, including interviews, assessment centres, reference checks, and SuccessFactors processes.
- Act as a point of contact for workforce employees to access management support as required.
- Lead the Resourcing Department, overseeing day-to-day operations, leave management, and staff performance.
- Generate schedules and rosters for part-time and full-time Acute, Residential, and Psych Pool staff in line with EBA requirements.
- Oversee daily management of Kronos for the Clinical and Non-Clinical Workforce, as well as the Resourcing Team.
- Partner with managers to understand specialist areas and specific resourcing needs.
- Develop strategies to recruit staff in hard-to-resource areas and report workforce trends, concerns, and issues to the Director – Workforce Planning and Resourcing.
- Monitor mandatory training, competencies, and compliance requirements for all Clinical and Non-Clinical Workforce staff.
- Deliver training sessions and prepare user guides as required.
- Prepare and distribute workforce reports.
- Contribute to the operations of the Workforce Planning and Resourcing Team and the broader People and Culture Division.
- Lead and manage projects as required.

## **Key Selection Criteria**

### **Essential**

1. Over three years' experience working in the Human Resources field, including managing recruitment, workforce planning, and employee relations within a health or large organisational environment.
2. Proven ability to develop, improve, and maintain service systems and processes, with strong attention to detail to ensure accuracy and efficiency.
3. Demonstrated ability to effectively prioritise workloads, meet deadlines, and manage multiple tasks with minimal supervision.

4. Extensive experience applying recruitment and selection principles, including managing end-to-end recruitment processes, interviews, assessment centres, reference checks, and workforce onboarding.
5. Proven ability to manage and deliver projects in a health or similar environment, ensuring objectives are achieved within set timelines.
6. Willingness and ability to learn new procedures, processes, software, and systems to support organisational goals.
7. Demonstrated ability to introduce new concepts, influence outcomes, and negotiate effectively using persuasion and communication skills.
8. Ability to interact professionally and communicate effectively with a diverse range of stakeholders at all levels of the organisation.
9. Maintains a positive, enthusiastic, friendly, and helpful approach in all interactions, fostering a supportive and collaborative work environment.

## 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.*