

Position Description

Position Title	Director Workforce Planning & Resourcing
Position Number	30102293
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	Grade 7
Classification Code	HS7
Reports to	Chief People Officer
Management Level	Tier 2 - Director Operations Managers
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Drivers Licence • 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 Director of Workforce Planning and Resourcing plays a critical leadership role in developing, implementing, and optimizing workforce strategies to ensure the delivery of high-quality patient care across the organisation.

As a strategic partner, the Director leads a cross-functional team including Recruitment, Resourcing Workforce Information & Careers that work to build a sustainable workforce, improve workforce efficiency, and promote staff engagement and satisfaction.

The role is key in promoting Bendigo Health to internal and external stakeholders as an employer of choice in the health sector.

Responsibilities and Accountabilities

The position oversees the planning, recruitment, deployment, and retention of Bendigo Health's workforce, aligning staffing strategies with the organization's clinical, operational, and financial needs and goals.

The Director is responsible for managing workforce analytics and collaborating with senior leadership to design and implement effective resourcing strategies. The Director is instrumental in optimizing the use of technology and data-driven insights to inform decision-making processes and drive continuous improvement in workforce operations.

Key Responsibilities

Attraction Strategy - In collaboration with key stakeholders, develop and refine employment attraction strategies for Bendigo Health. This includes the development of specific attraction strategies for service areas with high vacancy rates and low candidate pools, along with the development of effective annual bulk recruitment campaigns for Graduate programs.

Ensure advertising activities are efficient, contemporary and relevant to the health services requirements. Design on-line advertising and media campaigns relevant to positions and professional markets.

Lead and co-ordinate attendance at careers expos to ensure Bendigo Health is seen to be an employer of choice with a high profile reputation.

Workforce Planning - In partnership with key organisational leaders design, implement and drive strategic recruitment and sourcing strategies that align with the organisational values and service needs. Work in partnership to develop and deliver Bendigo Health's 2026-2030 Workforce Plan.

Workforce Resourcing – Oversee resourcing activities across the organisation to lead, develop and refine effective resourcing strategies. Consult with managers and stakeholders to understand resourcing needs across the organisation and provide appropriate advice and strategies for effective management. Support the use of new technology to support improved resourcing activities.

Recruitment and Selection - Develop and promote recruitment, selection and resourcing policies, procedures, processes and systems consistent with the legislative requirements to meet the needs of the organisation. This includes the management and co-ordination of bulk recruitment campaigns such as Graduate programs and Clinical and Non-Clinical casual bank.

Oversee Bendigo Health's day to day recruitment and selection activities through the use of an on-line recruitment system (SuccessFactors).

Ensure regular, relevant education and training is delivered to managers regarding recruitment processes and systems. This includes the development of resources and the implementation of appropriate systems

In collaboration with the People and Culture Advisory Team, provide advice, guidance and coaching to managers and others in relation to recruitment and selection activities.

Develop preferred supplier arrangements for the use of external recruitment agencies with a view to minimising expenditure in this area.

Retention - Monitor and analyse workforce plans, proactively discussing with key organisational leaders issues such as resourcing gaps, and retention risks. Work closely with the People and Culture leadership group to develop strategies to address gaps and risks identified.

Reporting & Compliance - Conduct workforce analysis including workforce demographics, identifying areas of organisational risk. Prepare and analyse reports, presentations and other documents that provide relevant information relating to staff recruitment, promotion, and retention and turnover patterns.

Project Management - Lead and manage developmental projects as required. This includes; reviewing existing software to determine additional features required, managing the transition to upgraded software and coordinating education for managers.

Key Selection Criteria

Essential

1. Relevant tertiary qualifications in Business, Human Resources or relevant health related discipline.
2. Demonstrated ability to think strategically and creatively and provide strategies that have a positive impact on the organisation with respect to workforce attraction, recruitment and retention.
3. A high level of experience in the application of recruitment and selection principles and demonstrated knowledge of relevant legislation relating to recruitment and selection.
4. Understanding of corporate branding and the importance of building Bendigo Health's profile as a high performing workforce and employer of choice.
5. Demonstrated experience managing projects and working with a variety of key stakeholders to deliver desired outcomes.
6. Demonstrated experience analysing data with the ability to produce a variety of reports outlining key findings and provide recommendations.
7. Demonstrated experience managing and leading teams.

Desirable

1. Experience in managing and using electronic recruitment systems.
2. Exposure to industrial legislation and enterprise agreements.

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.