

Position Description

Position Title	Resourcing Coordinator
Position Number	30028107
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	Grade 3 Managers and Administrators
Classification Code	HS3
Reports to	Manager Workforce Resourcing
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

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 Division of People and Culture supports Bendigo Health through the provision of a range of services including workforce planning, resourcing strategies, employee relations, industrial relations, learning and development and workplace health and safety services for approximately 4,000 Bendigo Health staff and volunteers in a vast number of locations in the Loddon Mallee region. Payroll and salary packaging also report into this division, providing seamless service for staff from on boarding and contract development to then applying that contract and ensuring staff get the right remuneration.

The staff in the Division of People and Culture provide support and advice to managers in line with our strategic goals and objectives of empowering our people and providing a positive work environment for staff, volunteers where they feel valued, safe and supported to work together in delivering excellent care and services. They play a key role in the delivery of our strategic plan and aim for excellence in their service provision every time.

The Workforce Planning & Resourcing Team

The Workforce Planning and Resourcing Team has two key functions, supporting the organisation with recruitment and selection processes and also support to specified areas to ensure staffing levels are optimal.

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 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 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 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.

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

- Proven ability to provide high quality office administration within a team environment.
- Ability to work within a team and with multiple Managers in a friendly and supportive manner.
- Demonstrated ability to prioritise and problem solve whilst working within a fast-paced environment.
- Demonstrated ability to work in a self-directed and independent capacity.
- 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.
- Advanced computer skills, including use of Microsoft Excel and Outlook.

Desirable

- Certificate III in Business Administration or equivalent desirable but not essential
- Previous experience working within the Health industry and understanding of clinical environment, particularly rostering, ratios and skills mix requirements would be beneficial.
- Experience working with Kronos Dimensions is highly desirable.

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.