

## POSITION DESCRIPTION

<b>Position Title:</b>	Junior Medical Staff Coordinator
<b>Business Unit/Department:</b>	Medical Workforce Unit
<b>Division:</b>	Medical Services
<b>Award/Agreement:</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	Grade 3, Level 1 to Level 5 (HS3–HS25)
<b>Reports To:</b>	Manager, Junior Medical Staff
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	17 December 2025

### Position Purpose

The Junior Medical Staff (JMS) Coordinator partners with and supports operational divisions to provide a thorough and efficient service in the day-to-day administration for the junior medical workforce, including but not limited to recruitment, credentialing, rostering, payroll, rotation planning and leave cover for junior medical staff (JMS).

This is a specialised role in the medical services directorate which requires an understanding of medical staffing and clinical operations to assist clinical leaders in the design and implementation of rosters to meet clinical need. It also provides end to end administrative oversight of junior medical staff which requires in-depth knowledge, understanding and application of training requirements and enterprise agreement provisions for doctors in training.

The key objectives of this role are to 1) provide safe and stable staffing to clinical units and 2) to ensure safety and wellbeing of junior medical staff.

### Business Unit Overview

The Medical Workforce Unit (MWU) is a dynamic, high-impact team within the Medical Services Division that supports more than 2,000 medical staff across Western Health. The unit provides both strategic direction and hands-on operational expertise in all aspects of medical workforce management, including workforce planning, recruitment and selection, credentialing, contracting, onboarding, rostering, rotation planning, leave management, and time and attendance and pay support.

The MWU plays a crucial role in ensuring that Western Health's hospitals are safely staffed and operate efficiently, 24 hours a day, 7 days a week. Team members work closely with hospital leadership, clinical departments and external partners to deliver a consistent, professional and customer-focused service that supports both individual doctors and the broader organisation.

### Our Vision

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The unit contributes directly to the future of healthcare delivery in Melbourne's West by enabling a stable, supported and well-managed medical workforce and by providing operational oversight, workforce analytics, governance and continuous improvement across all medical workforce functions.

## Key Responsibilities

### Recruitment of Junior Medical Staff in collaboration with medical units:

- Provide an end-to-end recruitment service for junior medical staff, including
  - Partnering with operational divisions/units to establish positions for recruitment each year
  - Processing recruitment requests and job advertisements
  - Candidate shortlisting and facilitation/coordination of interviews
  - Candidate management, correspondences and offers
  - Preparation of appointment letters and employment contracts
  - Completion of onboarding requirements
- Provide authoritative advice and support to the Divisions on all aspects of the employment of junior medical staff.
- Ensure that all junior medical staff records and details are accurately maintained on the relevant systems and databases.
- Be a key contributor in the Intern, HMO and Registrar recruitment matching processes.
- Coordinate and ensure that all JMS are issued with staff badges and required ICT access within agreed timeframes
- Liaise with operational teams and the Medical Education Unit (MEU) regarding new JMS commencement and training/orientation needs
- Manage compliance processes and requirements associated with medical recruitment, including but not limited to: Police Checks, Medical Registration (Australian Health Practitioner Regulation Agency (AHPRA)), Visa and Working with Children Checks (where applicable)
- Support compliance with internal employment, training and administration requirements (i.e. mandatory training, employment variations and off-boarding processes)
- Respond to and effectively manage recruitment issues and queries (including general contract and remuneration matters) pertaining to JMS
- Liaise with clinical and non-clinical areas as required to ensure effective working relationships are developed and maintained
- Participate in and support the annual Post graduate Medical Council of Victoria (PMCV) match processes for JMS and assist with various functions and events in relation to medical staff recruitment.

### Day to day administration and management of the junior medical staff at all Western Health sites and external rotations

- Work in collaboration with the other members of the MWU on the allocation of rotations for junior medical staff.
- Prepare, distribute and maintain JMS rosters, ensuring annual leave and other leave is covered, changes are tracked, and all relevant staff are notified as required (including Communications, Clinical Hospital Coordinators, Heads of Units, Operations Managers).
- Monitor JMS work practices and rosters in accordance with Award/Enterprise Agreement conditions to ensure health, wellbeing and safety are preserved.
- Process timesheets/RosterOn for all JMS within portfolio and within required timeframes.
- Verify and authorise fortnightly out of hours claims (overtime/on call/recall claims).
- Respond to and effectively manage issues and queries (such as payroll, rostering and leave queries) pertaining to JMS.
- Complete and maintain relevant tracking and reporting systems associated with JMS.

### Roster design and yearly planning

- Collaborate with Divisions and individual Units on roster design and update rosters to meet changing clinical needs – including appropriate skill mix, safe working hours and clinical continuity.
- Prepare and maintain the yearly rotation allocations roster including allocation of leave (annual, conference, examination etc).
- Collaborate with Medical Education Unit (MEU), Directors of Training (DoTs) and Director/s of Physician Education (DPEs) on orientation programs and educational activities.

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### Leadership and Improvement

- Contribute to the development and review of policies, procedures and other documentation related to this position.
- Assist the MWU leadership team in the implementation of continuous improvement initiatives to business processes.
- Represent the MWU and complete ad hoc tasks across all campuses at Western Health from time to time.

### Other Responsibilities

- Attend and contribute to MWU team huddles and meetings.
- Participate in an after-hours on-call roster.
- Cover and support the activities of other members of the MWU as required.
- Perform other duties as directed by the MWU leadership team (Director and Managers).
- Maintain a high standard of service provision.
- Provide clear and concise communication in performing duties.
- Provision of services in a courteous, supportive and professional manner.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- Chief Medical Officer
- Director of Medical Services
- Director Medical Workforce
- Medical Workforce Staff – Managers, Coordinators and Administration Officers
- Junior and Senior Medical Staff
- Clinical Service Directors and Heads of Units
- Divisional Directors and Operations Managers
- Medical Education Unit
- People and Culture
- Finance Department
- Information Technology
- Staff Clinic

#### External:

- Other Health Services
- Post Graduate Medical Council of Victoria (MPCV)
- Australian Health Practitioners Regulation Agency (AHPRA)
- Specialist Colleges
- Department of Home Affairs (Immigration)
- Relevant professional and industrial organisations.

### Selection Criteria

#### Essential

- Strong communication skills, both written and verbal
- Attention to detail and high level of accuracy in all aspects of work
- Effective time management and the ability to handle multiple requirements simultaneously
- Well-developed interpersonal skills, including customer service and stakeholder relationship management
- Proven problem solving, analytical and time management competencies
- Demonstrated commitment to a team focussed approach
- “Can-Do” Positive Attitude to helping all staff in the unit

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- Excellent computer literacy in MS Office Suite including advanced skills in PowerPoint, Excel, Word and other relevant systems (databases)
- Flexibility in working hours including on call and weekend availability

#### **Desirable**

- Qualification in a human resources or business related field
- Demonstrated experience in a similar role, health/medical recruitment
- Sound understanding of information technology including systems and applications relevant to staff rostering/time and attendance (i.e. RosterOn)
- Timesheet processing experience / electronic rostering and timesheet application knowledge, with the ability to interpret Award/Enterprise Agreement conditions
- Familiarity with the different levels of JMS and their college training pathways

#### **Additional Requirements**

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- 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 Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

#### **General Information**

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

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*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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