

## POSITION DESCRIPTION

<b>Position Title:</b>	Workforce Administration Officer
<b>Business Unit/Department:</b>	Workforce Contracts Technology and Reporting
<b>Division:</b>	Health Support Services
<b>Award/Agreement:</b>	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	Grade 2 – Level 1 to Level 5 (HS2 to HS21)
<b>Reports To:</b>	Business and Workforce Management
<b>Direct Reports:</b>	Senior Workforce Manager – Business and Workforce Management
<b>Date Prepared/Updated:</b>	5 May 2026

<b>Position Purpose</b>
The Workforce Administration Support role provides efficient and accurate administrative support to the workforce team. The position contributes to maintaining workforce compliance, recruitment and onboarding activities, and assisting with the day-to-day operations of Workforce programs and initiatives. This role plays a key part in enhancing operational efficiency by delivering timely, detail-oriented administrative services and supporting managers and staff with workforce-related queries. It also contributes to continuous improvement initiatives by maintaining data integrity and supporting reporting requirements.
<b>Business Unit Overview</b>
To achieve a high standard in all services delivered by the Health Support Services Division in a way that supports Western Health in providing Best Care to our consumers. To ensure all customers (patients / visitors & staff) receive a high level of service satisfaction that can be provided within the available resources. To ensure staff are adequately skilled and appropriately trained to deliver services in a safe and effective manner. Develop a Future Workforce Strategy that employs innovative approaches to address complex workforce challenges. This will require a comprehensive rethinking of roles and processes, emphasising retention, automation, recruitment, and partnerships to meet Western Health's workforce needs.
<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• Provide high-quality administrative support to the workforce team within Health Support Services</li> <li>• Assist with end-to-end recruitment processes, including advertising, interview coordination, pre-employment checks, and onboarding of staff</li> <li>• Maintain accurate and confidential employee records in workforce information systems in line with privacy and health sector requirements</li> </ul>

### Our Vision

Together, Caring for the West  
*Patients – Employees – Community – Environment*

- Assist in the administration and coordination of all workforce programs, initiatives, and training activities
- Assist the HSS workforce team in support of PDP completion, mandatory training, general training and staff engagement strategies.
- Prepare regular reports to support workforce planning, monitoring, and decision-making
- Other duties as requested by Senior workforce Manager- Business and Workforce Management

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:

- Divisional Director HSS
- Directors of Soft/Hard services HSS
- Operation Managers HSS
- Managers HSS
- Coordinators / Supervisors HSS
- People Services
- Western Health Academy
- Western Health Education Department

#### External:

- Training service providers
- Industry groups

### Selection Criteria

#### Essential

- Demonstrated High level competence in the use of information technology
- Excellent MS Office Applications (Word, Excel, PowerPoint, Microsoft Access)
- Ability to liaise effectively with people from a range of cultural backgrounds
- Sound verbal and written communication skills
- High level accuracy & attention to detail
- Demonstrated ability to multi-task and prioritise duties
- Demonstrated ability to work effectively as part of a team

#### Desirable

- Previous experience in a similar role
- Certificate IV in TAE

### 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

### Our Vision

Together, Caring for the West  
 Patients – Employees – Community – Environment

- 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), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, Part 5A of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005.
- 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
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- 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

*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: \_\_\_\_\_

### Our Vision

Together, Caring for the West  
 Patients – Employees – Community – Environment