

POSITION DESCRIPTION

Position Title:	Project Officer, Medical Workforce Planning (Melton Hospital)
Business Unit/Department:	Medical Workforce Unit
Division:	Medical Services
Award/Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 4 (HS4)
Reports To:	Director, Medical Workforce
Direct Reports:	N/A
Date Prepared/Updated:	27 August 2026

Position Purpose
The Project Officer, Medical Workforce Planning (Melton Hospital) is a fixed-term position responsible for supporting the workforce planning initiatives and workforce readiness activities associated with the development of the New Melton Hospital. Working collaboratively with clinical leaders, operational managers, human resources, finance and external stakeholders, the Project Officer will support and contribute to workforce modelling, training capacity planning and requirements, medical workforce reform projects, and strategic workforce initiatives ensuring that Western Health has the medical workforce capacity and capability required to support new and expanded services.
Business Unit Overview
The Medical Workforce Unit is a part of the Medical Services Division and has responsibility for the recruitment, rostering and other administrative functions supporting the needs of both the junior medical and senior medical workforce at Western Health. The unit oversees these functions for over 2000 medical staff across all Western Health's hospital campuses and services. Its functions include but is not limited to: • Junior Medical Staff (JMS) and Senior Medical Staff (SMS) recruitment, selection, credentialing, contracting and onboarding • Creation of annual rotation and leave plans for JMS • Time and attendance, and roster management for JMS in accordance with the provisions of the Victorian Doctors in Training Enterprise Agreement • Credentialing SMS in accordance with legislative and Western Health requirements • Processing of continuing medical education (CME) allowance claims • Supporting organisation recruitment strategy and workforce planning • General remuneration and industrial relations support associated with the medical workforce.

Our Vision

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

The unit is accountable for the provision of high quality and safe staffing of JMS across the organisation and as such has a role in strategic planning for growth in JMS to meet the organisation's needs as well as continuous improvement of rosters to improve wellbeing and efficiency of services.

Key Responsibilities

Supporting the Director, Medical Workforce and Director of Medical Services, the Project Officer is responsible for coordinating medical workforce planning projects, recruitment and workforce establishment activities, and associated reporting requirements.

Project Management

- Support the development and implementation of medical workforce planning initiatives and strategies.
- Develop project plans, schedules, risk registers and stakeholder engagement plans.
- Coordinate and deliver workforce planning projects within agreed timelines and requirements
- Monitor project progress and escalate issues, risks and dependencies as required.
- Maintain project documentation, governance records and workforce planning resources.

Workforce Planning and Analysis

- Collect, analyse and interpret workforce data to identify trends, risks, opportunities and future workforce requirements.
- Assist in workforce forecasting and workforce modelling activities.
- Prepare workforce reports, dashboards, business cases and briefing materials to inform decision-making.
- Contribute to assessments of workforce demand, supply and service requirements.
- Contribute to workforce planning submissions, strategic plans and accreditation requirements.
- Support the development of policies, procedures and workforce planning frameworks.

Stakeholder Engagement

- Build effective working relationships with Clinical Services Directors, Heads of Units, Divisional Directors, Operations Managers and other stakeholders.
- Facilitate meetings, workshops and consultation processes related to workforce planning initiatives.
- Liaise with external partners including universities, specialist colleges, health services and government agencies as required.
- Provide advice and support regarding workforce planning methodologies, workforce data and project outcomes.

Other

- Identify opportunities to improve workforce planning processes, systems and reporting.
- Support implementation of workforce management technologies and reporting tools.
- Promote best practice workforce planning approaches and evidence-based decision making.
- Contribute to the development and review of policies, procedures and other documentation related to this position
- Other duties as required or directed which may include duties across all other aspects of the Medical Workforce Unit including recruitment activities for both Senior and Junior Medical Staff.

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.

Our Vision

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

Key Working Relationships

Internal:

- Chief Medical Officer
- Director of Medical Services
- Director Medical Workforce
- Manager, Senior Medical Staff and Business Systems
- Manager, Junior Medical Staff
- Medical Workforce Unit Team Members
- Program Director, Medical Education and Program Manager, Medical Education
- Clinical Service Directors and Heads of Units
- Divisional Directors and Operations Managers
- Senior and Junior Medical Staff
- People and Culture
- Finance Business Partners
- IT services

External:

- Post Graduate Medical Council of Victoria
- Department of Health
- Australian Health Practitioners Regulation Agency
- Specialist Colleges
- Department of Home Affairs
- Relevant professional and industrial organisations.

Selection Criteria

Essential

- Relevant tertiary qualification in health administration, business, human resources, project management, workforce planning or a related discipline, or equivalent experience.
- Demonstrated experience in project coordination or project management.
- Experience analysing and interpreting workforce, operational or health service data.
- Experience developing reports, business cases and presentations for diverse audiences.
- Strong communication skills, both written and verbal
- Attention to detail and high level of accuracy in all aspects of work
- Proven organisational and time management skills with the ability to manage competing priorities.
- Well-developed interpersonal skills, including customer service and stakeholder relationship management
- Proven problem solving, analytical and time management competencies
- Ability to work independently as well as consulting and collaborating with others
- Advanced Microsoft Excel and Microsoft Office skills, including data analysis and reporting.

Desirable

- Experience in a medical workforce, health workforce or relevant human resources environment.
- Knowledge of medical training pathways, specialist colleges and accreditation requirements.
- Experience working within public health services or complex healthcare environments.
- Exposure to workforce modelling, rostering systems or business intelligence tools such as Power BI.

Our Vision

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

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.

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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

Date: Click here to enter a date.

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

Patients – Employees – Community – Environment

Patients – Employees – Community – Environment