

# Position Description

7 November 2024

## SECTION 1: POSITION IDENTIFICATION

Position Title: Future Workforce Project Officer

## SECTION 2: LEVEL OF RESPONSIBILITY

Position responsible to: Manager, Workforce Solutions

Positions with direct responsibility to this position: Nil

Award Classification: 3

## SECTION 3: KEY RESPONSIBILITIES

As a member of the Workforce Solutions team contribute to the aims, objectives and culture consistent with the values of Rural Health West to ensure all Western Australian rural communities have ready access to qualified and experienced health professions.

The Future Workforce Project Officer will work as part a team to administer projects, programs, and evaluations focussed on identifying, creating and promoting training opportunities and career pathways which support health professionals to consider and establish health careers in rural Western Australia.

## SECTION 4: POSITION RELATIONSHIPS

The Future Workforce Project Officer will work as a member of the Workforce Solutions team and will be responsible to the Manager, Workforce Solutions.

## SECTION 5: STATEMENT OF DUTIES

Under the direction of the Manager, Workforce Solutions, the Future Workforce Project Officer will:

### **Future Workforce Initiatives**

- Contribute to the development of the Rural Health West future workforce strategy.
- Support and promote the National Rural Generalist Pathway, Rural Practice Pathway and Choose Country initiatives.
- Investigate and develop knowledge of medical, nursing and allied health career opportunities in WA.
- Promote Rural Health West to medical, nursing and allied health students, junior doctors and qualified health professionals.
- Actively promote future workforce opportunities via the Rural Health West website and social media platforms, at conferences and events.
- Make presentations regarding rural careers and training pathways to future general practice and primary health care workforce.
- Maintain collaborative relationships with relevant future workforce stakeholders including WA University Student Rural Health Clubs and Junior Medical Officer societies.
- Contribute to the bi-annual Choose Country Magazine.

## **Rural Immersion Programs**

- Promote, administer and coordinate relevant student vocational experience programs.
- Coordinate, administer and participate on rural immersion programs including the annual Wheatbelt Medical Student Immersion Program (WMSIP).
- Provide administrative support to relevant WMSIP committees.
- Maintain collaborative relationships with WMSIP funders and stakeholders.
- As required, participate on University of Notre Dame – Fremantle’s annual Kimberley Student Immersion Program or similar programs.

## **Other Duties**

- Ensure activities align with the priorities set in the annual Health Workforce Needs Assessment and Activity Work Plans.
- Process relevant invoices and program payments.
- Coordinate, administer and participate on relevant future workforce committees, as required.
- Maintain future workforce databases.
- Represent Rural Health West at events such as conferences and career expos to promote our recruitment and retention services.
- Other duties as required.

## **SECTION 6: SELECTION CRITERIA**

### **Essential**

1. Tertiary qualifications in a relevant discipline or equivalent competency.
2. Willingness to contribute to a positive workplace culture.
3. Exposure to project and program management, including development, implementation, delivery, and evaluation.
4. Demonstrated organisational skills including the ability to set priorities and meet deadlines.
5. Ability to work independently, show initiative and work productively as part of a team.
6. Demonstrated high-level interpersonal, verbal communication and negotiation skills.
7. Well-developed written communication skills, including report writing experience.
8. Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email.

### **Desirable**

1. Relevant experience in the health industry.
2. Knowledge of rural and remote Western Australia.

## **SECTION 7: APPOINTMENT FACTORS**

- Some interstate and intrastate travel may be required.

## **SECTION 8: RURAL HEALTH WEST’S VALUES**

### **Living our Values**



