

Position Description



Date: 13 September 2024

SECTION 1: POSITION IDENTIFICATION

Position Title: GP Workforce Consultant

SECTION 2: LEVEL OF RESPONSIBILITY

Position responsible to: Manager Workforce Solutions

Positions with direct responsibility to this position: Nil

Classification Level: 5

SECTION 3: KEY RESPONSIBILITIES

Coordination of GP recruitment and placement programs, including case management, vacancy management, stakeholder engagement, recruitment incentive program management, reporting and continuous improvement.

Actively contribute to the development of a culture consistent with the values of Rural Health West.

SECTION 4: POSITION RELATIONSHIPS

This position is part of the Workforce Solutions team and will be responsible to the Manager Workforce Solutions. The Workforce Solutions team includes GP Locum placement service, Nursing, Midwifery, Dental and Allied Health placement, Permanent GP recruitment, Future Workforce and Sustainability Services.

SECTION 5: STATEMENT OF DUTIES

Coordination of GP Recruitment and Placement Programs

- Contribute to and implement the GP recruitment and placement program strategies
- Analyses and review the strategies impact and outcome measures to provide recommendations for improvement and efficiency.
- Collaborate with other programs to ensure efficiency of effort, stakeholder relationships and candidate experience is at the quality expected by Rural Health West
- Networking and liaison with internal and external stakeholders to identify new opportunities.

Vacancy management

- Collate vacancy and practice information from practices to inform the recruitment process and vacancy marketing
- Register, process and maintain practice vacancies on the Rural Health West database / Bullhorn, website and other relevant advertising media
- Manage the GP Recruitment media and networking together with internal marketing and communications teams

- Maintain regular contact with practices and other key stakeholders
- Refer practices to relevant pathways, programs and support, where appropriate

Screening

- Administer the candidate application process
 - Review CVs, applications and enquiries received by the team and assess suitability for vacancies/potential rural practice
 - Collate candidate documents such as qualifications, medical indemnity, etc.
- Conduct reference checks
- Arrange clinical interviews by phone, video conference or in person
- Prepare candidate correspondence and communicate with candidates via telephone, email or video conference

Case management

Facilitate the recruitment and placement of candidates into rural practices.

- Identify suitable and appropriate vacancies for GPs based on an understanding of their unique career, professional and personal needs, and requirements
- Provide GP candidates with comprehensive information about available opportunities in order to gauge interest and commitment
- Facilitate the introduction of suitable candidates to appropriate practices
- Facilitate and support the GP assessment and offer process with rural practices
- Facilitate and support the GP through the medical experience verification and registration processes and visa processes
- Facilitate and refer GPs to relevant upskilling courses
- Organise appropriate orientation(s) for the new GP on arrival to Western Australia
- Facilitate the final stage of Australian Health Practitioner Regulation Agency (AHPRA) registration.

Promotion and marketing

- Promote recruitment services to eligible GPs, rural practices and other relevant stakeholders
- Contribute to the development of marketing campaigns aimed at attracting suitably-qualified GPs to rural Western Australia
- Represent Rural Health West at events such as conferences and career expos to promote our recruitment services

Reporting

- Prepare, collate and contribute to relevant program reports, as appropriate
- Analysis and reporting of key operational metrics.

General

- Liaise and consult with relevant internal and external stakeholders to this role
- Organise travel and accommodation, as required, to support the program objectives
- Continuously build medical recruitment knowledge and contribute to team learning
- Contribute to improvements in processes and procedures as part of the team
- Actively contribute to the development of a culture consistent with the Rural Health West values
- Contribute to projects aligned to our program objectives

SECTION 6: SELECTION CRITERIA

Essential

- Willingness to contribute to a positive workplace culture
- Demonstrated understanding of, and exposure to, recruitment and or workforce retention processes and practices
- Demonstrated experience in program delivery, with demonstrated planning and organisational skills
- Ability to work independently, show initiative and work productively as part of a team
- Highly developed interpersonal and verbal communication skills
- Experience working with people from different cultural and linguistic backgrounds
- Well-developed written communication skills, including experience with report writing and development of program assessment and evaluation tools
- Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Desirable

- Tertiary qualifications in a relevant discipline or equivalent competency
- Knowledge of rural and remote Western Australia
- Relevant experience in the health industry

SECTION 7: APPOINTMENT FACTORS

Some interstate and intrastate travel may be required.

SECTION 8: RURAL HEALTH WEST'S VALUES

Living our Values

At Rural Health West we have four values that define how we complete business and work with each other and our customers every day. To ensure that we are staying true to these values, we have described and agreed the behaviours that we expect staff to display every day.

Community - we work hard to ensure rural communities have access to quality health services

- We provide solutions and services that support and enable the communities we serve
- We identify relationships and proactively work on building and nurturing them
- We respect and value difference and appreciate the views and beliefs of others
- We foster a culture in which people feel safe to discuss their views and opinions in a constructive manner

Integrity – we do the right thing, always

- We are consistent in all that we do
- We complete all interactions with professionalism and respect
- We listen, ask questions and make informed decisions

Innovation – we embrace change and strive for improvement

- We seek new opportunities and alternate solutions to achieve our vision
- We are aware of and adapt to current events and trends that impact our sector and community

Accountability – we value the trust placed in us by our customers, our partners and our funders

- We embrace our vision, mission, objectives and values
- We take full accountability for our development and always look for ways to improve our performance
- We are proactive, individually and as a team, to deliver business results
- We are risk aware and follow required policies and procedures

SECTION 9: CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature: _____ Date: _____
Manager Workforce Solutions

Signature: _____ Date: _____
General Manager Workforce

Signature: _____ Date: _____
Chief Executive Officer

As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name: _____

Signature: _____ Date: _____