



RECRUITMENT OFFICER

JOB & PERSON SPECIFICATION

SEPTEMBER 2018



JOB SPECIFICATION

Position:	Recruitment Officer	Reports to:	Medical Workforce Services Manager
Department	Recruitment	Full-time equivalent:	1.0 FTE
Special conditions:	Must hold a Current SA driver's license and be prepared to travel within country SA May be asked to undertake some work outside ordinary hours, and to provide or undertake a criminal history, vulnerable persons and/or child safe check		
Rural Doctors Workforce Agency	Rural Doctors Workforce Agency (RDWA) provides the workforce to enhance the health and wellbeing of rural communities in South Australia. RDWA is a not for profit organisation funded to deliver a comprehensive range of health workforce programs for rural SA, and to contribute to policy, workforce planning, advocacy and research.		

The primary functions of the Recruitment Officer are to identify, engage with and place suitably qualified and experienced General Practitioners into vacancies throughout rural SA. This will include maintaining ongoing relationships with General Practitioners both pre and post placement, ongoing placement and post placement support, as well as enabling the provision of accredited training practices facilitated by RDWA.

Responsibilities

Recruitment and Placement Services	
Major Activities	Measures
Screen applicants to identify suitable candidates for further assessment utilising workforce programs where appropriate.	Number of applicants assessed and notified within 5 business days of application Allocated candidates are contacted within 5 business days of allocation
Candidate assessment, match to practice and placement	Number of independent leads generated each month Allocated leads are managed according to agreed process
Develop key relationships with GP's placed by RDWA	Contribution to campaign marketing, advertising and administration as directed
Foster relationships with key industry networks and contacts	Attendance at events as directed
Lead generation and management	Fortnightly recruitment report to Medical Workforce Services Manager
Ensure all leads for potential candidates are followed up and converted to placements where possible	Continuous quality improvement activities underpin service delivery
Promotional campaigns	
Event attendance	



GP Registrar Engagement and Placement	
Major Activities	Measures
<p>Ensure the effective and efficient engagement of GP Registrars by:</p> <ul style="list-style-type: none"> • contacting all first-year rural pathway GP Registrars on commencement in practice; • maintaining ongoing engagement with rural GP Registrars throughout training; • providing support to final year GP Registrars on their pathway to independent practice; • placement of GPs into priority locations; • engaging with accredited training practices; • identifying and supporting new practices to become accredited; • obtaining feedback from candidates regarding interview, placement and training process, ensuring progress reports are provided regularly. 	<p>100% of GP Registrars on the rural pathway are engaged with the RDWA and suitable candidates are considered for priority vacancies</p> <p>Total number of candidates placed</p> <p>100% of placed candidates participate in First 100 days program</p> <p>Total number of accredited training practices supported</p> <p>Total number of new practices accredited</p> <p>Fortnightly candidate and practice report to Medical Workforce Services Manager</p>

Vacancy Management	
Major Activities	Measures
<p>Provision of advice and assistance to rural practices</p> <p>Development of vacancy advertising and recruitment strategies</p> <p>Ensuing that key vacancies are targeted as a priority</p>	<p>100% of vacancies have an advertising and recruitment strategy</p> <p>Performance improvement is identified and reported to Medical Workforce Services Manager</p>



Expectations of all employees

All RDWA employees are expected to:

- act in accordance with RDWA values
- comply with all policies and procedures
- comply with all workplace health and safety legislation and regulations
- have an annual performance agreement with the CEO
- comply with all other Commonwealth and State legislations relevant to the organisation
- uphold and enhance the reputation and brand of the RDWA
- work to build capacity of the RDWA
- develop and maintain effective working relationships with RDWA employees, relevant stakeholder organisations, general practices and rural health professionals.
- undertake other duties as determined by the Chief Executive Officer, Director(s) or direct line supervisor.



PERSON SPECIFICATION

Essential Competencies

- A high level of integrity and professionalism.
- Highly developed verbal and written communication skills.
- Excellent interpersonal skills that engage people in meeting the organisational requirements.
- Strong listening, negotiation and influencing skills.
- Highly developed organisational and time management skills.
- Ability to work autonomously and in a team setting.
- Ability to analyse problems and provide creative and effective solutions.
- Ability to understand and work within established legislative, policy and constitutional frameworks.
- Experience in the provision of a recruitment and placement service.
- An understanding of issues and needs relating to rural and remote communities of South Australia.
- Ability to identify areas for enhancement or improvement and a willingness to work within an environment that focuses on continuous improvement.

Desirable Competencies

- Experience in a medical or general practice environment.
- Highly developed networking and relationship building skills.
- An existing network of General Practitioner, Specialist or practice contacts.
- Previous experience in a recruitment, human resources or related position, preferably with exposure to recruitment of staff across professional disciplines.



HOW TO APPLY

Applications in Word format only should be forwarded to Julie Brennan by email to 23697@hender.com.au

Telephone enquiries are welcome and may be directed to Julie Brennan or Christian Gaszner on (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.