

POSITION DESCRIPTION

Position:	Human Resources & Recruitment Assistant
Division:	Corporate Services
Unit:	People and Culture
Enterprise Agreement	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative workers) Single interest Enterprise Agreement 2016-2020
Reports to:	Executive Director – People and Culture

MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.



VISION




Your Hospital – We care.

MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

VALUES

	<p>Happy: We are positive.</p> <p>We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.</p>
	<p>Empathetic: We are caring.</p> <p>We put our people and our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.</p>

	<p>Accountable: We are committed.</p> <p>We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.</p>
	<p>Respectful: We are open to others.</p> <p>We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.</p>
	<p>Team-based: We are one team.</p> <p>We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.</p>

POSITION SUMMARY

The Human Resources & Recruitment Assistant provides administrative support to the People and Culture team that requires a pro-active and responsible person with attention to detail who can provide administration across recruitment and human resource functions.

This position will be responsible for the coordination and administration of recruitment activities with MBPH and an intricate part of this role is to ensure that MBPH establishes a solid online footprint in the various social media feeds in the recruitment arena. Excellent computer skills for word processing, database and spreadsheet responsibilities and exceptional interpersonal and telephone skills are essential.

KEY RESPONSIBILITIES AND DUTIES

Under the direction of the Human Resources Officer and Human Resources Business Partner, you will:

- Coordinate the recruitment process including the on-boarding and off-boarding functions such as vacancy advertisements on various platforms, assist enquiries from potential applicants, close out and prepare applicant shortlisting for managers and coordinate the interview process.
- Administer employment contracts and variations to employment contracts and co-ordinate the administration of the probationary process for the hospital.
- Co-ordinate the administration of the many pre-employment screening and checks i.e. Police and WWC checks and maintain PayGlobal database in conjunction with Payroll.
- Prepare and distribute photo identification badges and staff building access cards (in conjunction with Payroll) for staff, doctors, student, volunteers and contractors.
- Coordinate agency contracts with external locum and recruitment agencies, book accommodation and travel required.
- Liaise with migration agents regarding Visa sponsorship for current and onboarding employees.
- Provide professional administrative support and undertake other duties forming part of the People & Culture team as directed.

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

Qualifications / Certificates

- Qualifications and/or minimum 2 years administration/recruitment experience in a professional working environment.

Specialist Expertise

- Previous experience in public health or in a health environment and working within a team is highly desirable.
- Experience in recruitment processes including designing advertisements and other relevant recruitment material with a high level of accuracy and attention to detail and exposure to understanding Social Media platforms in a recruitment context
- Demonstrated high-level ability to interact and communicate with a diverse customer base; ability to provide exceptional customer service to both internal and external customers.
- Demonstrated high-level telephone, reception and office administration skills and experience.
- Advanced level computer/keyboard skills using Microsoft Word, Excel, PowerPoint and databases.

Personal Qualities, Knowledge and Skills

- Exceptional interpersonal skills with an ability to work as part of a team; willingness to assist with both large and small jobs within the team and as directed
- Ability to follow and take instruction from peers as directed.
- Ability to prioritise work effectively and meet required deadlines and schedules with minimal supervision.
- Excellent organisational skills with the ability to develop, improve and maintain office systems and processes, including a keen eye for detail.
- Ensure confidentiality of staff and sensitive work-related information at all times.
- A personal approach which is positive, enthusiastic, friendly and helpful manner.
- A willingness and ability to learn new procedures, processes, software and systems under direction.

MANDATORY REQUIREMENTS

National Police Record Check:

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children Check:

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH.

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

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. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.