



Swan Hill
District Health
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Primary Care Workforce Project Officer

Location: Swan Hill and Loddon Mallee region

FULL TIME – 9 Months

Join Us in Shaping the Future of Rural Healthcare in the Loddon Mallee region!

Swan Hill District Health is seeking a dynamic and community-minded Primary Care Workforce Project Officer to join our Primary Health Medical Centre team. This full-time role offers the opportunity to make a meaningful impact by improving recruitment and retention of primary healthcare professionals—including GPs, nurses, and allied health practitioners.

As a key connector and community organiser, you'll collaborate with local leaders, health services, and national partners to implement the Attract Connect Stay rural exemplar program and develop strategies for internationally-trained medical graduates. Your work will support a Commonwealth-funded initiative addressing critical healthcare workforce challenges in rural Victoria.

Key Responsibilities

- Lead strategic workforce initiatives and community engagement activities.
- Build strong networks with local leaders and health service providers.
- Coordinate stakeholder meetings, workshops, and events.
- Develop and deliver high-quality implementation plans and reports.
- Support evaluation and continuous improvement of workforce programs.
- Promote Swan Hill and the Loddon Mallee region as a destination of choice for healthcare professionals.
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Key Selection Criteria

Essential:

- Proven project management experience in a health or community context.
- Strong interpersonal and communication skills.
- Experience in community engagement and co-design methodologies.
- High-level planning, organisational, and digital literacy skills.
- Relevant tertiary qualification or equivalent experience.
- Current Driver's Licence and compliance with health directives.

Desirable:

- Experience in rural health and workforce development.

Why Join SHDH?

At Swan Hill District Health, we are committed to providing Connected Care and the Best Experience for our patients and staff. We embrace diversity, uphold child safety, and value person-centred care. Our team is dedicated to continuous improvement and maintaining the highest standards of healthcare.

- Competitive salary under the Health and Allied Services Enterprise Agreement 2021–2025
- Opportunities for professional development and flexible work arrangements
- A supportive and collaborative work environment
- The chance to make a meaningful impact in rural communities

How to Apply

Submit your application online at <https://www.shdh.org.au/employment/vacancies/> or email to employment@shdh.org.au.

Complete application will include:

- Completed Application for Employment form
- Cover letter & Resume/CV and
- Response to the key selection criteria

Closing Date: 11th September 2025

For inquiries, please contact **Samantha Hellsten**, Practice Manager, at Swan Hill District Health Shelllsten@shdh.org.au

Swan Hill District Health is an equal opportunity employer dedicated to creating a safe and inclusive environment for all individuals, including children, families, and First Nations communities.



Position:	PRIMARY CARE WORKFORCE PROJECT OFFICER
Classification:	Project Officer, HS3 rate\$37.67 p/h - HS5 rate \$46.99 Negotiable Depending on experience 1.0EFT
Department:	Swan Hill Primary Health Medical Clinic
Reports to:	Executive Director of Medical Services
Position Summary:	<p>The purpose of the Primary Care Workforce Project Officer is to plan and implement primary healthcare workforce projects in collaboration with key partners to improve recruitment and retention for Swan Hill Primary Health Medical Centre and the Loddon Mallee region.</p> <p>The position will apply community and stakeholder engagement skills and co-design strategies for an evidence-informed and place-based approach to grow the Swan Hill and Loddon Mallee region primary healthcare workforce (including allied health practitioners, GPs and nurses).</p> <p>The Primary Care Workforce Project Officer will lead the implementation of the rural exemplar program Attract Connect Stay and engage stakeholders in the design of a workforce strategy for internationally-trained medical graduates to complete general practitioner training.</p> <p>The Primary Care Workforce Project Officer will engage and coordinate activities with communities and key partners acting as a connector and community organiser.</p> <p>This role and the workforce projects are funded through a broader Commonwealth Government funded initiative to address thin and failing primary healthcare markets in the Loddon Mallee region led by Swan Hill District Health, Murray PHN, the Rural Workforce Agency Victoria, Rochester and Elmore District Health Services, and Kyabram District Health Service.</p>
Responsibilities:	<p>Position overview</p> <p>The Primary Care Workforce Project Officer position is a project management role, the successful incumbent will:</p> <ul style="list-style-type: none">• Be a passionate ambassador for Swan Hill District Health and Primary Health Medical Centre, and key partners and projects and be able to speak from experience about the benefits of living and working in rural and regional communities.• Enjoy working in an innovative role and developing evidence and place-based strategies to grow the rural primary healthcare workforce through strategic projects.• Build strong local and regional networks with community leaders and key partners, and enjoy being a team player and maintaining the values and objectives of the organisation.• Have an interest in building in-depth understandings of the different types of primary healthcare professionals (including a broad range of allied health professions, medical (general practitioners) and nurses (enrolled and registered nurses and endorsed nurse practitioners) and their specific training pathways, registration requirements and professional development needs. <p>General</p>

	<p>Meet with key leaders in health services and other services/businesses who employ/contract/recruit health professionals to:</p> <ul style="list-style-type: none"> • Promote Swan Hill and the Loddon Mallee region as a region of choice showcase primary healthcare workforce projects and programs; and encourage engagement and uptake with primary healthcare workforce projects and programs to improve health outcomes. • Identify opportunities to build local relationships and work collaboratively to ensure a holistic and sustainable approach to the attraction, connection and retention of primary healthcare professionals. • Work with committees and working groups for project governance and implementation. • Lead and facilitate events, meetings and workshops for and community and consumer engagement. • Write high quality implementation plans and provide regular reports. • Work with key partners to inform the evaluation of primary healthcare workforce projects and to apply key results. • This position is focused on Swan Hill and the Loddon Mallee region, and therefore travel is required as part of this position. • Flexible work arrangements can be offered for this role, such as variable start and finish times and work from home and office options.
Key Selection Criteria:	<ol style="list-style-type: none"> 1. Self-directed project management experience in a health context with the ability to efficiently and effectively manage a number of tasks/projects at one time, to achieve required outcomes and meet deadlines. 2. Highly developed interpersonal and verbal communication skills and demonstrated ability to engage with wide and diverse community and professional networks and the ability to identify engagement risks and opportunities. 3. Knowledge and experience applying contemporary community engagement, co-design and customer service approaches and models. 4. High level planning, written communication and organisational skills including creating, storing, organising and managing project and information assets aligned to Data Privacy Regulations. 5. High-level computer and digital literacy skills. 6. Relevant tertiary qualification and/or demonstrated equivalent experience in communications, marketing, community development, community services, human services or other health related fields. 7. Current Driver's licence 8. Comply with State and federal Health directives in relation to Covid-19 and other directives as relevant from time to time.

	Desirable 1. Experience with rural health and workforce development.
Salary/Award:	Insert relevant Award/Enterprise Agreement
First Nations:	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.
Infection Control:	<ul style="list-style-type: none"> Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> Each staff member is expected to demonstrate a commitment to best practice. All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person-Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person, and as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Child Safety:	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
Our Purpose:	Connected Care / Best Experience SHDH commits to meeting the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance with both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility with adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the</p>

	rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	RESPONSIBILITIES: It is the responsibility of every staff member to: <ul style="list-style-type: none"> • Take reasonable care for their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Contract End Date is 30 th June 2026
Previous Revision dates: Current:	12/8/2025
Managers Name:	Pradeep Mishra - Executive Director of Medical Services
Managers Signature:	
Employees Name:	
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

Position Applying for

General Information

Name

Address

Contact

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident: ☐ Yes ☐ No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type Expiry date/...../.....

Place/Country of issue: Issue Number:

Do you require sponsorship? ☐ Yes ☐ No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (with a review at 3 months.)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585