



Inclusive

Compassionate

Progressive

Accountable

Medical Workforce Manager

Fixed Term (16 Months) – Maternity Leave Cover
Full Time | 80 Hours per Fortnight with ADO | Grade HS6

About the role: Swan Hill District Health is seeking an experienced and motivated Medical Workforce Manager to join our Executive Medical Services team on a 16-month fixed-term maternity leave contract.

Reporting to the Executive Director of Medical Services, this senior leadership role is responsible for leading the Medical Workforce Unit and ensuring the effective management of medical workforce operations across the organisation. This is an exciting opportunity to contribute to a progressive regional health service while leading a dedicated team and supporting our medical workforce from recruitment through to ongoing employment.

About You:

- A tertiary qualification in Human Resources, Health Services Management, Business Management or a related discipline is highly desirable.
- Current National Police Check & Working with Children's Check
- Complete COVID Vaccinations & 2022 Flu Vaccination, Serology evidence of immunisation status

You are an experienced healthcare leader who enjoys building strong relationships, improving systems and delivering excellent workforce outcomes.

To be successful, you will demonstrate:

- Experience working in a healthcare or hospital environment.
- Strong leadership and people management skills.
- Experience in workforce planning, recruitment and rostering.
- Sound knowledge of Enterprise Agreements, Awards and employment legislation.
- Excellent organisational, communication and stakeholder management skills.
- Proven ability to identify opportunities for continuous improvement and implement practical solutions.
- Strong analytical and problem-solving capabilities.

About us: Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Inclusive of a perfect work/life balance, SHDH also provides:

- ◆A dynamic workplace
- ◆Free onsite car parking
- ◆Salary Sacrifice/Packaging
- ◆Discounted Corporate gym memberships
- ◆Professional Development opportunities
- ◆Employee Assistance Program

To apply for this position: email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to employment@shdh.org.au.

You will find the full position description containing the key selection criteria & application for employment form in the attached documents. Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications. **Applications close:** 17th of August 2026



INCLUSIVE
We provide an experience that
welcomes and values everyone

COMPASSIONATE

We respond to our people with
understanding, empathy and kindness.



PROGRESSIVE

We continue to strive for the best
experience outcomes.

ACCOUNTABLE

We personally commit to taking
responsibility for all of our decisions
and actions.



Position:	Medical Workforce Manager
Classification:	Managers & Administrative Worker - Grade 6
EBA/Award:	Health and Allied Services, Managers and Administrative Workers EBA 2021 2025
Department:	Medical Workforce
Location:	Swan Hill District Health Corporate Hub Swan Hill District Health Main Campus – 48 Splatt Street, SWAN HILL VIC 3585
Reports to:	Executive Director of Medical Services
Direct Reports:	5 - 10
Immunisation Risk Category:	Category C: Position within a non-clinical setting.
Position Summary:	This role provides leadership and direction to the Medical Workforce Unit, ensuring a high level of service to the medical workforce, students and Executive Director of Medical Services (EDMS). Partnering closely with the EDMS, you will work to achieve the efficient operation of medical staff rostering, recruitment, orientation, credentialing, attendance, education and locum engagement. The role will be supported by our People and Culture team to ensure SHDH is meeting legislative requirements and providing a comprehensive employee experience to the medical workforce and students.
Responsibilities:	• Oversee the recruitment and onboarding function for medical workforce including orientation • Oversee the coordination of rostering, attendance, leave and backfill of medical staff in alignment with EBA requirements • Work with the education unit to provide a robust and compliant medical education program • In conjunction with the EDMS, ensure the organisation meets regulatory requirements for the Registration, Credentialing and Scope of Practice of Medical Staff as required • Effectively manage the functions of the Medical Workforce Unit to ensure high quality service is provided • Implement and/or provide leadership to digital transformation projects as determined and required by the Digital Transformation Committee • Work with the EDMS to maximise cost effectiveness of workforce • Oversee the reconciliation of medical staff invoicing and general invoicing to ensure prompt payment
Key Selection Criteria	1. Demonstrated experience working in a health care setting 2. Demonstrated ability to develop and maintain effective business relationships with key stakeholders

	3. Demonstrated ability to interpret and apply Awards/Agreements and provide high level advice to staff and managers 4. Proven ability to effectively manage time and resources to meet timelines with competing priorities 5. Demonstrated ability to identify process improvements and implement effective solutions, which deliver improvements to customer experience 6. Ability to effectively lead a team to achieve results and implement improvements 7. Ability to source information and develop reports as required 8. Satisfactory evidence of National police check, Working with Children check and Vaccination status in line with policy and procedure at this time Desirable Requirements A tertiary qualification in Human Resources/Health Services/Business Management or a related field.
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.
Continuous Quality Improvement:	• 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 Centred Care:	The Health Service supports in its values the philosophy of Person Centred 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. Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centred.
Child Safety:	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. SHDH have zero tolerance to child abuse. Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.
Our Purpose:	Connected Care / Best Experience

	SHDH commits to meet 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:	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 to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection. Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the 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: • 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:	Completion of My Work Plan on a yearly basis.

Job Demands List		
Swan Hill District Health endeavours to provide a safe working environment for all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.		
Frequency Functions		
I	= Infrequent	Activity may be required very infrequently
O	= Occasional	Activity required occasionally, not necessarily all shifts
F	= Frequent	Activity required most shifts, up to 50% of the time

C	= Constant	Activity that exists for the majority of each shift and may involve repetitive movements for prolonged periods				
N/A	= Not Applicable	Activity not performed				
Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks				x	
Standing	Remain standing to perform tasks		x			
Walking	Periods of walking required to perform tasks			x		
Bending	Forward bending from waist to perform tasks		x			
Kneeling	Remaining in a kneeling position to perform tasks					x
Lifting/Carrying	Light lifting and carrying		x			
	Moderate lifting and carrying	x				
	Assisted lifting (mechanical, equipment, person assist)	x				
Working at heights	Ascending and descending ladders, stools, scaffolding					x
Pushing/Pulling	Moving objects, e.g. Trolleys, beds, wheelchairs and floor cleaning equipment	x				
Reaching	Arms fully extended forward or raised above shoulder	x				
Crouching	Adopting a crouching posture to perform tasks					x
Foot Movement	Use of leg and/or foot to operate machinery					x
Head Postures	Holding head in a position other than neutral (facing forward)	x				
Fingers/Hand/Arm movement	Repetitive movement of fingers, hands and arms e.g. computer keyboarding				x	
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands			x		
Driving	Operating a motor powered vehicle e.g. use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus. etc.					x

Psychosocial Demands						
Interaction with People	Tasks involving interacting with distressed and emotional people			x		
	Tasks involve interacting with people with mental illness, mental health issues or a disability.			x		
	Tasks involve witnessing or learning about disturbing or distressing personal circumstances and domestic violence.			x		
	Tasks require communicating with others (children or adults) to exchange information.				x	
	Tasks require giving direction and feedback on work undertaken by others.				x	
	Tasks require receiving direction and feedback on work undertaken to meet required work standards.				x	
Reasoning	Tasks require interpreting process documents, following plans and quality standards documentation.				x	
Responsibilities	Tasks involve being responsible for a group of children or vulnerable adults.				x	
Working requirements	Tasks require work to be conducted out of hours (such as overnight).					x
	Tasks are undertaken in a busy, demanding and dynamic work unit.				x	
	Tasks for the position require individual resilience and adaption to workplace change.				x	
Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures					x
Liquids/Chemicals	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)					x
Noise	Environmental/background noise necessitates people raising their voice to be heard					x
Biological hazards	E.g. exposure to body fluids, bacteria, infectious diseases requiring PPE	x				
Cytotoxic hazards	Handling and/or preparation of cytotoxic materials					x
Radiation	Working with radiologic equipment					x

Previous Revision dates:	May 2026.
Approval	
Managers Name:	Dr Jerry Abraham Alex
Managers Signature:	
Employees Name:	Samantha Hellsten
Employees Signature:	