



## POSITION DESCRIPTION- RECRUITMENT COORDINATOR – PERMANENT RECRUITMENT

<b>POSITION:</b>	Recruitment Coordinator – Permanent Recruitment
<b>AREA:</b>	Service Delivery Healthcare Access
<b>REPORTS TO:</b>	Team Manager- Health Professional Recruitment
<b>DIRECT REPORTS:</b>	Nil
<b>CLASSIFICATION:</b>	Level 3

### Who We Are

Since its inception in 1997, the Rural Workforce Agency Victoria (RWAV) has become a significant and successful non-profit organisation based in Victoria, Australia.

RWAV improves access to quality primary care health services and other health services for rural, regional and First Nations communities across Victoria. We improve health outcomes through effective and customised health workforce solutions that are informed through partnerships, workforce and population health data, and collaboration with communities.

### Our Purpose

Providing effective and customised health workforce solutions for rural and First Nations communities in Victoria.

### Our Vision

All Victorian communities to be supported with equitable access to a high-quality health workforce that promotes positive health outcomes.

### What We Do

RWAV provides sustainable health workforce solutions for Victorian rural, regional and First Nations communities to enable equitable access to primary health care. We do this by:

- Providing health workforce recruitment, locum services, outreach and grant programs.
- Influencing key decision-makers through our health workforce data, research and analysis expertise.
- Collaborating to support a well-distributed, high-quality health workforce throughout Victoria.

### Our Values

**Respect** We treat everyone with dignity, recognising the value and diversity of our communities. We listen to everyone and respect their views and contributions.



<b>Accountability</b>	We are transparent and accountable to those we work with concerning our services and their delivery.
<b>Collaboration</b>	We work as a team with our community by building strong relationships. We embrace opportunities to collaborate and partner with communities and organisations to help us achieve our goals.
<b>Innovation</b>	We embrace change and constantly seek new ways to achieve our goals.
<b>Resilience</b>	We respond to challenges willingly, with a holistic approach and unwavering resolve.

### **The Role:**

Rural Workforce Agency Victoria (RWAV) is dedicated to strengthening healthcare in rural communities. We are seeking an experienced Recruitment Coordinator to join our Permanent Recruitment Team, contributing to the recruitment of General Practitioners (GPs), Allied Health, and Nursing professionals.

### **Role Overview:**

As the Recruitment Coordinator, your primary responsibility is to manage a customer-focused and responsive service designed to support health services in rural communities. You will case manage candidates and vacancies to achieve sustainable permanent placements, while also contributing to the planning, delivery, and monitoring of comprehensive workforce programs and initiatives across Victoria. As a part of the Healthcare Access Team, you may be required to contribute and support the other recruitment programs during periods of leave or high demand.

### **Key Responsibilities:**

#### **Vacancy Management:**

- Collate vacancy information from primary healthcare providers for marketing permanent positions.
- Update and manage vacancies in the RWAV database, website, and other relevant advertising media.

#### **Candidate Case Management:**

- Manage the application process for GP candidates, ensuring a streamlined experience.
- Identify suitable placements for candidates based on their skills, experience, and career goals.
- Provide case management support to health professionals pre- and post-placement.



- Assist in the allocation of grants and incentives within agreed targets and funding constraints.

**Client Management:**

- Create and maintain strong relationships with clients through regular communication and understanding of their organisational goals and staffing requirements.
- Act as the main point of contact for clients, addressing inquiries, providing updates, and ensuring a high level of client satisfaction.

**Promotion and Marketing:**

- Actively promote RWAV's Permanent Recruitment Program and contribute to marketing campaigns.
- Engage with health professionals, primary healthcare providers, government departments, RTOs, and PHNs to promote RWAV activities and maintain linkages.

**Reporting:**

- Contribute to the preparation of relevant reports and provide expert advice to the Recruitment Team Manager and RWAV Leadership Team.

**General:**

- Contribute to continuous quality improvement of RWAV's Permanent Recruitment Program.
- Ensure activities align with priorities set in the annual RWAV Health Workforce Needs Assessment and Activity Work Plans.
- Build medical recruitment knowledge and contribute to team learning.
- Contribute to projects aligned with recruitment program objectives.
- Actively contribute to the development of a culture consistent with RWAV's Values.
- Undertake other duties as directed by the Recruitment Team Manager in accordance with RWAV priorities and activity work plans.

**Selection Criteria:**

1. Possession of relevant tertiary qualification and/or relevant experience
2. Proven experience in recruitment, with a track record of successfully filling roles and meeting client needs, preferably in healthcare and/or related industries
3. Demonstrated understanding of health workforce and rural health service delivery
4. Exceptional customer service and client relationship management experience
5. Exceptional planning and organisational skills, with the ability to set priorities and meet deadlines



6. Ability to work independently and collaboratively as part of a team
7. Highly developed interpersonal and verbal communication skills
8. Well-developed written communication skills, including report writing and program assessment tools
9. High-level computing skills, including CRM management and Microsoft Office suite.
10. Foster a positive team culture by embracing RWAV's values, collaborating with peers, and actively contributing to the organisation's collective success Current driver's license and capacity to travel to rural and regional areas for business purposes where required

**Desirable:**

1. Knowledge of existing networks and understanding of how primary health care programs operate across Victoria
2. Familiarity with CRM and recruitment software (e.g., JobAdder and Salesforce)
3. Knowledge of rural and regional healthcare needs and dynamics in Victoria

*Note: Roles and responsibilities will be periodically reviewed to ensure alignment with RWAV's strategic priorities and contractual requirements.*

<b>REVIEWED:</b>	March 2025
<b>CONDUCTED BY:</b>	Team Manager - Health Professional Recruitment
<b>APPROVED BY:</b>	General Manager, Service Delivery
<b>NEXT REVIEW:</b>	March 2026

As occupant of the position, I have noted the role and primary responsibilities as detailed in this document.

Employees Signature: -----

Manager's Signature: -----

Date: -----

