

# Position Description

## Allied Health Program Coordinator

Division and Team:	<b>Strategy and Partnerships</b> <b>Health Workforce Solutions Team</b>
Reports To:	Manager Strategy & Partnerships
Direct Reports:	Nil
Position Status:	Full-time
Salary:	Level 4 -Band level is commensurate with experience
Location:	Melbourne or location in Regional/Rural Victoria with hybrid working model

### 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

<b>Respect</b>	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

The Allied Health Program Coordinator role has responsibility for developing and strengthening relationships with key stakeholders relating to both the rural and regional allied health workforce in Victoria and the broader sector. The role strategically supports the allied health sector and strengthens the contributions, position and presence of rural allied health voices in primary health care.

The role requires:

- Broad knowledge of the primary health landscape, understanding of the policy context and drivers of the allied health workforce
- Sound understanding of workforce planning challenges in the rural and regional settings and the ongoing learning and development requirements of the allied health workforce
- Knowledge of the barriers and opportunities faced by rural and regional allied health providers to recruitment and retention
- Engagement and strategic development of rural allied health related initiatives
- General understanding of administration of government grants, including reporting and auditing requirements

## Key Responsibilities

The Allied Health Project Coordinator role will:

1. Strategically engage with key stakeholders including rural allied health practitioners, peak bodies and professional associations, health services, Primary Health Networks and others as identified, to develop strategic partnerships to maximise opportunities to expand the profile, availability and provision of allied health care in rural Victoria.

2. Proactively develop and manage the engagement of the allied health sector through convening and leading meetings, delivering timely regular reporting, crafting submissions, and evaluating the effectiveness of activities against criteria for success.
3. Provide evidence-based subject matter expertise as required to apply an allied health lens to RWAV strategic planning and workforce support activities for rural and remote Victorian communities.
4. Provide an evidence-based approach to inform the development and oversee the delivery of allied health related grants
5. Coordinate and provide secretariat support of the RWAV Allied Health Stakeholder Group
6. Possess expert knowledge and understanding of current policies and provide advice in the area of policy development
7. Support innovation, new models of service delivery, multi-disciplinary team-based approaches
8. Secure opportunities for RWAV to contribute at a sectoral and government level
9. Identify research partnerships and opportunities in line with the RWAV research framework in collaboration with internal and external stakeholders
10. Undertake reporting requirements
11. Plan and organise own work despite conflicting pressures to ensure that work is completed efficiently and on schedule
12. Other duties as directed by the manager in accordance with the priorities of RWAV or the activity work plans for funded programs and consistent with the skills required for the role.

The roles and responsibilities will be reviewed periodically to ensure alignment with RWAV strategic priorities and contractual requirements.

## Key Selection Criteria - Essential

1. Minimum of 5 years' experience in a similar role
2. Possession of relevant tertiary qualification in areas such as public health, business management, project management.
3. Sound understanding and proven experience in project management methodologies from inception through to completion.
4. Experience in successful project management activities, such as place-based projects.
5. Strong stakeholder engagement skills and proven experience in developing strategic partnerships and networks.
6. An understanding of the allied health and primary care sectors in the context of rural health in Victoria.
7. High level computing skills including a sound knowledge and experience in the preparation of spread sheets and word documents and a sound understanding of databases and skilled in their use.
8. Excellent verbal and written communication skills together with strengths in consultation and negotiation.
9. Proven ability to work collaboratively and independently with limited supervision and build positive working relationships internally and externally.
10. Excellent presentation skills.

11. Attention to detail.

## Key Selection Criteria - Preferable

- Experience working in a rural and regional Victoria
- Knowledge of budgeting and accounting procedures

## Requisite Security Checks and Licences

- Satisfactory National Police Records check and Working with Children Check.
- Current driver's license and capacity to travel within Victoria where required.

## Diversity and Inclusion Statement

*RWAV is an inclusive employer.*

*We encourage flexible working and aim to create a work environment where all employees are respected, connected, and can contribute, regardless of age, culture, disability, family and caring responsibilities, gender identity, Indigeneity, religion, or sexuality.*

*We welcome applications from people with lived experience of diversity. Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.*

REVIEWED:	February 2025
NEXT REVIEW:	March 2026

I have noted the role and primary responsibilities detailed in this document.

EMPLOYEE SIGNATURE:

MANAGER SIGNATURE:

DATE: