

Position Title: Rural Placement Coordinator

Campus: Horsham

Directorate: Workforce Development

Department: Medical Workforce – Recruitment Team

Reporting to: Medical Workforce Manager

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Admin Grade 3 (HS3)

Enterprise Agreement: Victorian Public Health Sector (Health Professionals, Health & Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit www.grampianshealth.org.au.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The Rural Placement Coordinator is responsible for coordinating and supporting rural medical training pathways and programs across Grampians Health, including the Rural Generalist Program and Single Employer Model (SEM) trial. Working collaboratively with internal and external stakeholders, the role facilitates rural training placements, coordinates program activities, fosters strong stakeholder partnerships, and supports trainees throughout their training journey across the Grampians region.

The position serves as a key liaison between Grampians Health, training providers, partner health services, and government stakeholders, contributing to the growth and sustainability of the rural medical workforce. The role also supports the recruitment and onboarding of Junior Medical Staff across Grampians Health, with a particular focus on Horsham and other rural locations.

KEY ACCOUNTABILITIES

Program Coordination

- Coordinate the delivery, administration, and evaluation of rural medical training initiatives at Grampians Health, including the Rural Generalist Program and Single Employer Model (SEM).
- Lead the planning and coordination of trainee placements, secondments, and rural rotations across Grampians Health, primary care providers, and partner health services.
- Build and maintain effective relationships with key stakeholders including trainees, primary care providers, health services, GP Colleges, the Victorian Rural Generalist Program (VRGP), Department of Health, and internal Grampians Health teams.
- Act as the primary point of contact for trainees and stakeholders, proactively addressing operational issues and facilitating effective communication.
- Conduct regular site visits to rural placement locations, meeting with trainees and key stakeholders to support quality training experiences and strengthen engagement.
- Participate in relevant committees, working groups, advisory groups, and program forums to support rural training outcomes and workforce development initiatives.

Trainee Support and Education

- Coordinate and conduct regular structured check-ins with trainees undertaking rural placements and Rural Generalist training pathways.
- Provide guidance and support to trainees regarding training pathways, career development, and progression opportunities.
- Monitor trainee welfare, performance, and progression in collaboration with the Medical Education and relevant Directors of Training.
- Facilitate access to educational opportunities and coordinate education programs in partnership with the Medical Education at the Horsham site.
- Support trainees to meet accreditation, training, and program requirements throughout their placement and training journey.

Recruitment, Workforce Planning and Administration

- Support recruitment, onboarding, orientation, rotation planning, rostering, accommodation coordination, and placement arrangements for Junior Medical Staff and Rural Generalist trainees.
- Coordinate recruitment and onboarding activities in collaboration with RACGP, ACRRM, VRGP, and other training partners to ensure alignment with program and accreditation requirements.
- Contribute to the management of the Horsham-based Junior Medical Staff recruitment portfolio and provide support to the broader Medical Workforce recruitment team during peak recruitment periods.
- Act as a key contact for applicants, department representatives, training organisations, and external stakeholders throughout recruitment and onboarding processes.
- Provide support across Medical Workforce Unit functions, including workforce administration, reporting, project work, and continuous improvement initiatives.

Compliance, Reporting and Contract Management

- Monitor and maintain compliance with funding agreements, accreditation standards, contractual obligations, and program requirements.

- Coordinate and manage placement agreements, secondment arrangements, contractual documentation, invoicing processes, and associated administrative requirements.
- Maintain accurate program records, databases, and trainee documentation.
- Prepare and contribute to reporting, financial reconciliation, data collection, program evaluation, and monitoring activities.
- Identify, monitor, and mitigate program risks, contributing to quality improvement and service development initiatives across rural training programs.

Key Working Relationships

Internal

- Medical Workforce Unit
- Director of Clinical Training, Supervisor's of Intern Training, Term and Clinical Supervisors.
- Medical Education
- Deputy Chief Medical Officer
- Finance and Payroll Teams
- Junior Medical Staff and Rural Generalist Trainees

External

- Department of Health (Workforce Strategy, Planning and Leadership Branch)
- Victorian Rural Generalist Program (VRGP)
- Royal Australian College of General Practitioners (RACGP)
- Australian College of Rural and Remote Medicine (ACRRM)
- Participating Primary Care Providers
- Partner Health Services within the Grampians region
- Other Single Employer Model (SEM) trial sites and relevant training organisations.

Other duties as determined by the Medical Workforce Manager to support the unit.

KEY SELECTION CRITERIA

Qualifications

- Relevant tertiary qualification in health administration, health sciences, education, workforce planning, project management, public administration, or a related field, or equivalent healthcare experience (desirable).
- Current Victorian Driver Licence.

Technical/Professional Knowledge and Skills

- Experience supporting medical workforce, medical education, recruitment, training, or workforce programs.
- Understanding of rural and regional medical workforce challenges, medical training pathways, Rural Generalist programs, and GP training environments.
- Knowledge of relevant accreditation standards, training frameworks, Awards, and Enterprise Agreements affecting medical staff.
- Experience working within, or in partnership with, public health services and healthcare organisations.
- Ability to coordinate program administration, reporting, compliance, stakeholder engagement, and workforce projects.
- Strong written and verbal communication skills, including report writing and stakeholder communication.
- Proficiency in Microsoft Office and workforce information systems.

Personal Attributes

- Ability to build and maintain effective working relationships with diverse stakeholders.
- Strong organisational skills with the ability to manage competing priorities and deadlines.
- Capable of working independently and collaboratively within a team environment.
- Sound problem-solving skills and ability to implement practical solutions.
- Professional, discreet, and able to manage confidential information appropriately.

- Flexible and adaptable, with the ability to support changing workforce and service needs.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.