

Position Description

Medical Administration Coordinator

Classification:	HS4 – Grade 4 Levels 1-5
Business unit/department:	Surgery, Anaesthesia & Procedural Medicine Division
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Part-Time
Hours per week:	Two positions: 30.4 hrs and 22.8hrs
Reports to:	Divisional Manager Access, Planned Surgery & Endoscopy Services
Direct reports:	Nil
Financial management:	Budget: N/A
Date:	July 2025

Position purpose

This Medical Administration Coordinator is responsible for managing the coordination and administration of all medical workforce functions across the Division of Surgery, Anaesthesia and Procedural Medicine (SAPM). The role delivers essential administrative functions to ensure the effective recruitment, onboarding, rostering, private practice management, and payment of over 400 Junior (Doctors in Training) and Senior Medical Staff employed within the Division.

Working closely with Unit Directors, Divisional Administrative Assistants, and the Medical Workforce Unit (MWU), the Medical Administration Coordinator ensures medical workforce operations are compliant with organisational policies, industrial agreements, and credentialing requirements. A key focus of the role includes maintaining accurate workforce documentation, ensuring medical unit-level roster EBA compliance and accurate capture of roster changes, processing private practice agreements, and undertaking payroll-related activities such as overtime and sessional payments.

In addition, the position contributes to the general administrative functions of the SAPM Divisional Office, including shared reception and communication duties, providing high-level customer service to internal and external stakeholders.

About the Directorate/Division/Department

The Surgery, Anaesthesia and Procedural Medicine Division is responsible for over 50,000 procedures per year delivered to the community serviced by Austin Health. Medical staff are engaged in the following specialties and this role is key to the coordination and centralizing of the functions to employ these staff:

- Anaesthetics
- Cardiology and Cardiac Diagnostics
- Cardiac Surgery
- Plastic Surgery
- Maxio facial Surgery
- Thoracic Surgery
- Orthopaedics
- Neurosurgery
- Vascular Surgery
- Colorectal Surgery
- Upper GI & Endocrine Surgery
- ENT Surgery
- Gastroenterology Services
- Ophthalmology
- Urology
- Gynaecological and Family Planning
- Breast Surgery and Surgical Oncology
- Hepatopancreatobiliary Transplant

Position responsibilities

Role Specific:

- Ensure that the practices related to the initial and ongoing employment of medical staff within the Division are compliant with those required of the organisation and regulatory and professional bodies ie. Australian Health Practitioner Regulation Agency (AHPRA), Australian Learned Colleges (i.e. Royal Australasian College of Surgeons) and other professional bodies.
- Work collaboratively and cooperatively with the Medical Workforce Unit (MWU) and within the Division of SAPM to deliver a customer focused service to Doctors in Training (DiTs), Senior Medical Staff (SMS), Divisional Director, Medical Director, Divisional Managers and to external customers.
- Support the implementation of activities from MWU, including the coordination of leave management for doctors on rotation on rotation
- Provide a central point of contact for all medical administration queries from internal and external departments to ensure a consistent and standardised approach
- Provide training for, and direction to, unit-based secretaries within the Division of SAPM, in relation to medical administration tasks and responsibilities.
- Identify, collate and analyse performance data and information within SAPM related to medical staff working time to assist budget analysis
- Undertake specific projects that analyse and challenge current practice
- Orientate new medical staff to the SAPM Division's payroll administrative processes such as timesheet submissions, planned/unplanned leave requests, FFS and OT claims



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- Ensure compliance with relevant Enterprise Agreements for rostering purposes

Recruitment and Appointments:

- Complete all administrative aspects of medical staff employment from advertising through to recruitment commencement date in a timely manner (ad hoc and bulk recruitment) within the Division of SAPM including
 - SMS: Surgeons and specialist physicians
 - DiTs: Accredited General Surgery Registrars, Specialty Registrars and Specialty Fellows
 - Honorary positions (both DiTs and SMS)
- Complete relevant Specialty Private Practice Agreements for applicable SMS new appointments, in conjunction with MWU
- Work closely with the MWU to ensure that DiT & SMS credentials and scope of clinical practice are up-to-date and accurate.
- Deliver prompt and efficient response to medical staff in relation to recruitment queries
- Maintain the electronic and web based recruitment interfaces both within and external to Austin Health
- Work together with HR and MWU to ensure that medical staff position descriptions for SAPM are appropriately maintained and available on the organisational Position Description Library.
- Ensure all employment and regulatory requirements for the medical staff within SAPM are met including but not limited to medical registration, Visa and Colleges requirements
- Process all termination for each medical staff member through SuccessFactors
 - Reconcile to AutoPay, HR, and SAPM Medical Staff database
 - Bulk termination January / July
 - Session vacancies (SMS) reporting to DM/HOU

Rostering

- Develop and/or review duty rosters using the roster costing tool for JMS across all units, Requires in-depth HOU involvement and final sign off with the DMs.
- Uploading of duty rosters to The Pulse and daily rosters through Find My Shift (FMS) for all medical units within the Division of SAPM: Rosters and Time & Attendance tools may include:
 - Duty schedules
 - On-Call rosters
 - Weekend ward rounds
 - Public Holiday adjustments
 - Individual leave adjustments
- Update ad hoc medical changes to scheduled roster and upload changes to FMS, ensure changes are communicated to relevant stakeholders
- Coordinate General Surgery registrar leave relief in conjunction with MWU
- Annual and ad hoc Update the SMS Unit Master File
- Maintain up-to-date and accurate SMS individual session templates/Work Schedules for all SMS within the Division of SAPM.

Budget

- Support Divisional Managers with developing the annual budget for each unit by maintaining an accurate template of hours worked for each medical staff within the Division of SAPM
- Undertake fortnightly reconciliation of Find My Shift (FMS) to SuccessFactors



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- Ensure accuracy and timely delivery on a fortnightly basis of timesheet information including individual medical staff coding, costing, allowances and payment authorization for all medical staff within the Division of SAPM (74 registrars / 30 SMS)
- Coordinate medical appointments onto / off Auto Pay as appropriate, in conjunction with Payroll
- Monitor and reconcile of Out of Hours claims by medical staff within the Division of SAPM
- Complete End of Month reports for Finance Resource Manager including:
 - Registrar Timesheet review and accrual
 - Cost Centre transfer report

Provide reports and analyse on high cost budget drivers such as registrar overtime and Fee For Service costs

Human Resource:

- Utilise the app based form to submit variations and maintain a pay queries/ variation log to monitor variation and payroll changes

Selection criteria

Essential skills and experience:

- Customer service experience with highly developed interpersonal
- Excellent verbal and written communication skills
- Sound knowledge of recruitment, credentialing, contract practices and methodologies
- Demonstrated ability to understand, interpret and implement the requirements of industrial instruments such as senior medical and doctor in training EBAs
- Excellent attention to detail and problem solving skills
- Demonstrated time management skills, and the ability to meet targets and timelines
- Strong numeracy skills in the context of rostering principles and work schedules
- Demonstrated initiative and the ability to work independently and as part of a team
- Ability to work and be flexible in a dynamic work environment
- Motivation and commitment to ongoing individual and team professional development
- Excellent computer skills with advanced proficiency in Microsoft Excel and Word

Desirable but not essential:

- A sound understanding of information technology including applications relevant to the management of recruitment and rostering.
- Previous experience in recruitment platforms
- Previous experience in payroll processes
- Relevant qualification in business administration

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.



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- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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