

POSITION DESCRIPTION



Connecting the Docs Project Officer – Health Workforce Programs

A Comprehensive Workforce Solution for your Regional Healthcare Services

PURPOSE OF THE ROLE

The Project Officer – Health Workforce Programs supports Connecting the Docs’ mission to improve access to quality healthcare in regional and rural communities by assisting with project coordination, pathway mapping, and workforce development initiatives in regional and rural locations.

The role works closely with the Program Director, internal teams, health services, colleges, education providers and other stakeholders to deliver project activities, support the scoping of medical and specialist career pathways, contribute to system-integration work, and provide high-quality administrative and operational support across Connecting the Docs’ program functions.

Position Details	
Position Title:	Project Officer – Health Workforce Programs
Department	Connecting the Docs – Medical Division
Reports to:	Connecting the Docs Program Director
Positions Reporting to this role:	Nil
FTE:	0.6 (onsite and remote work available) Option of up to 1.0 FTE (Combined 0.4 Marketing and Engagement Coordinator role) Max Term 30 June 2027 with possibility of extension
Budget:	NA
Enterprise Agreement:	Health & Allied, Managers & Administrative Workers Enterprise Agreement
Position Classification:	HS3-4
Position Description last reviewed:	March 2026

Key Accountabilities

Project Support and Coordination

The Project Officer supports the planning, delivery and coordination of project activities, contributing to project documentation, timelines, reporting and implementation tasks across health workforce initiatives.

Career Pathway Mapping and Workforce Development Support

The role assists in the scoping, mapping and documentation of medical and specialist career pathways, gathers information from key partners, and supports activities that strengthen education and training pipelines in regional and rural areas.

Stakeholder Engagement Support

The Project Officer maintains effective working relationships with health services, colleges, education providers, and government agencies, coordinating communication, scheduling and follow-up to enable smooth project delivery.

System Integration Activities

The role supports project work related to system and process integration, contributing information, administrative support and coordination to align workforce initiatives across partners and internal teams.

Program Administration, Continuous Improvement and Reporting

Provides comprehensive administrative support across program operations, including preparing correspondence, coordinating meetings and events, maintaining project files, and contributing to data collection, reporting, and continuous improvement initiatives.

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Maintains accurate records and documentation, ensuring compliance with relevant policies, privacy standards and funding requirements.

Organisational Responsibilities

- Positively promote Connecting the Docs (CTD) within and externally to the organisation
- Comply with ERH and Victorian Public Sector Code (VPS) of Conduct
- Comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
- Comply with relevant registration bodies mandatory continuing professional development requirements
- Carry out all work and interactions in alignment with the CTD values
- Report all incidents and near misses as soon as possible after the event
- Participate in risk management activities and assist with identification and control of risks within their department or area of work
- Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements
- Backfill the CTD Team for periods of leave and absenteeism

Connecting the Docs Values

All staff are expected to behave in a way that is in alignment with our corporate values:

Courage	We are bold in our actions, unafraid to tackle complex challenges and pursue innovative solutions in a changing healthcare landscape
Teamwork	We believe in the power of working as one – with shared goals, mutual respect and a collaborative spirit to achieve the best outcomes for all
Dependable	We are reliable in our execution, ensuring that our promises are kept and our initiatives are delivered on time and to the highest standard

ERH CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

Collaboration 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
Accountability 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
Excellence 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

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Key Relationships	
Internal	External
Connecting the Docs Program Director	Regional Health Services (current and new)
Connecting the Docs Program Team	Colleges and Accreditation Bodies
Connecting the Docs Steering Committee	Education and Training Providers
Echuca Regional Health support functions	Government Bodies and Support Agencies
	Community and Regional Partners

Selection Criteria
Essential:
<ul style="list-style-type: none">• Passion for people, purpose, and partnership.• Resilience, empathy, and drive – you love fast-paced meaningful work.• Experience in project support, program coordination or administrative roles within health, community, education or government sectors.• Strong organizational skills with the ability to manage competing priorities and meet deadlines.• Good analytical and problem-solving skills with the ability to support project research, mapping and documentation.• High-level communication and interpersonal skills, with the ability to work collaboratively with diverse stakeholders.• Proficiency in Microsoft Office and confidence using databases or project management tools.• Attention to detail and ability to maintain accurate records, documents and reporting.
Desirable:
<ul style="list-style-type: none">• Experience in the health workforce, training pathways or education program support.• Understanding of regional and rural workforce challenges.• Experience working with health services, government agencies or education providers.

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer / Engagement and/or Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

I understand that Echuca Regional Health (ERH) is the fund holder for Connecting the Docs, and I will be directly or indirectly engaged with this Health Service for my engagement (be it through an agency or directly).

Signed: _____ Date: / /

Print Name: _____

cc: Employee File