
TITLE:	Coordinator, Medical Services
CLASSIFICATION:	Grade 3
STATUS	Full time, Ongoing
REPORTS TO	Manager, Medical Services
REVIEW DATE	July 2008

CONTEXT

The Victorian Institute of Forensic Medicine (VIFM) is a body corporate with perpetual succession that was established by the Coroner's Act 1985 and is contained as an administrative unit within the Justice portfolio. The Director of the Institute is the head of this administrative unit and holds the Chair of the Forensic Medicine at Monash University; The Institute also operates as the Department of Forensic Medicine at Monash University.

VIFM is based at the Coronial Services Centre; a purpose built facility that also houses the State Coroner's Office. The work of the Institute can be described as a cycle of three parts:

- Providing forensic medical & scientific services and tissue banking
- Learning from this work
- Researching and teaching

The Coordinator, Medical Services is an administrative position providing operational support for the forensic physicians and pathologists of the VIFM. The incumbent will provide a range of administrative and operational activities in support of the medical service and assist in the coordination of activities of the stenographic and administrative staff. The Coordinator will also have responsibility for representing the Medical Service at meetings and in interactions with Institute staff and stakeholders.

DUTIES

1. Manage the administrative functions of the Institute's Medical Service.
2. Assist the Manager, Medical Services in the overall management of the Medical Service.
3. Coordinate and assist the administrative staff within Medical Services to ensure efficient and timely outcomes for all designated services.
4. Develop and coordinate flexible service provision across all administrative functions.
5. Responsible for the development and maintenance of rosters including out of hours work for all medical personnel.
6. Manage the appointments and invoicing for the service.
7. Develop and manage a range of internal and external meetings and events.
8. Provide the medical and nursing staff including medical liaison officers with administrative services.
9. Represent the Service at meetings within the Institute and externally as required.
10. Collect, collate and distribute service data.

KEY SELECTION CRITERIA

1. Sound experience in a range of administrative services and managing an office, preferably in the medical field.
2. High level of understanding of customer service requirements and a demonstrated record of strong commitment and achievement in meeting customer needs.
3. Well-developed oral communication and interpersonal skills appropriate for dealing with a wide range of staff and stakeholders.
4. Well developed planning, organisational and monitoring skills.
5. Demonstrated ability to direct staff including a proven record in team building and team work.
6. Ability to work unsupervised, under pressure and to prioritise workload and meet deadlines.
7. Ability to handle difficult situations and remain professional at all times.
8. Conversant with a range of software packages; Word, Excel, PowerPoint and Outlook.

OTHER RELEVANT INFORMATION

1. The Victorian Institute of Forensic Medicine is an Equal Opportunity Employer and actively encourages diversity in the workplace.
2. Safety is everyone's responsibility at VIFM.
3. You will need to disclose any pre-existing illness or injury that you know about which could be reasonably foreseen to be affected by the described work duties. Pursuant to s82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, you will not be paid compensation for that condition.
4. An offer of employment will be made to the successful applicant subject to an acceptable Criminal Record Check by Victoria Police.
5. The successful applicant must comply with the VPS Code of Conduct and will be employed pursuant to the Victorian Public Service Agreement 2006 (Federal certified agreement).
6. The successful applicant will be required to sign a confidentiality agreement.
7. The position is located at the Coronial Services Centre, 57-83 Kavanagh Street, Southbank.
8. The Victorian Institute of Forensic Medicine operates as a smoke free environment.
9. As the Victorian Institute of Forensic Medicine (VIFM) evolves to meet changing needs, so will the roles required of its staff. Accordingly, staff and applicants should be aware that this document might not necessarily represent the full role that the occupant will perform in the long term. This document is intended to provide an overview of the incumbent's role as at the date of advertisement. In addition to this document, the specifics of the incumbent's role will be described in the local work area and project plans, and in performance plans developed in conjunction with the relevant supervisor as part of VIFM's performance progression and development system.



OTHER RELEVANT INFORMATIONMANAGER AUTHORISATION

Manager's Name: _____

Signature & Date: _____

OTHER RELEVANT INFORMATIONEMPLOYEE ACCEPTANCE

Employee's Name: _____

Signature & Date: _____