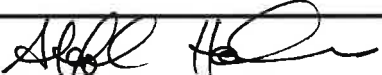


<b>Position description Resource Allocations Officer</b>			
<b>Position details:</b>			
<b>Position title:</b>	Resource Allocations Officer	<b>Reports to:</b>	Executive Manager Residential Care
<b>Department/Division:</b>	Residential Care	<b>Direct reports:</b>	Nil
<b>Position:</b>			
<p>The Resource Allocations Officer is responsible for the superior rostering and scheduling services and employee liaison to ensure efficient and effective support to Goodwin's residential care services.</p>			
<b>Key responsibilities:</b>			
<b>Efficient rostering and service allocation:</b>			
<ul style="list-style-type: none"> <li>• Ensure rostering and scheduling of services is logistically sound, efficient and effective use of employee resources.</li> <li>• Attend to day to day rescheduling to cover unplanned changes in employee availability, including personal/carers leave and emergency replacement or backfilling requirements.</li> <li>• Ensure rosters are regularly reviewed to meet key service indicators.</li> <li>• Ensure effective use of employee availability through effective roster allocation.</li> <li>• Ensure leave planning including annual leave, personal/carers leave, approved LWOP and study leave is scheduled to ensure continuity of care and service delivery.</li> <li>• Participate actively in problem solving and finding solutions for scheduling difficulties and challenges in consultation with support from the relevant site operational manager.</li> <li>• Ensure compliance to site budget roster.</li> <li>• Strict adherence to work health and safety in relation to safe work practice, visa restrictions and Goodwin's Enterprise Bargaining Agreement.</li> <li>• High level of accuracy in time sheet and data entry.</li> <li>• Maintenance of Goodwin's Employee Self Service system, Payglobal system and roster budget and allocations documents.</li> <li>• Work collaboratively with the payroll team, meeting timelines and reporting processes.</li> </ul>			
<b>Employee liaison, coordination and teamwork:</b>			
<ul style="list-style-type: none"> <li>• Day to day liaison with employees regarding roster changes.</li> <li>• Day to day liaison with employees and responding to rostering and payroll queries and feedback in a prompt, efficient, empathetic and supportive manner.</li> <li>• Ensure employee availability and preferences including leave requests are considered when compiling rosters.</li> <li>• Promote teamwork acknowledging employee achievements and successes, and provide support following their challenges and difficulties.</li> <li>• Encourage employee attendance at scheduled and unscheduled meetings, scheduled and unscheduled education and training opportunities and completion of competency based learning programs.</li> <li>• Work collaboratively with other Resource Allocations Officers to ensure achievement of resource allocation across the organisation to ensure common goals are met.</li> <li>• Work strategically to ensure efficient and effective use of resources</li> </ul>			
<b>Other:</b>			
<ul style="list-style-type: none"> <li>• Compliance with organisational policies and procedures, legislation, Work Health and Safety and diversity.</li> <li>• Commitment to quality systems and continuous improvement.</li> </ul>			

Position description Resource Allocations Officer	
<b>Selection criteria:</b>	
<p><b>Essential skills:</b></p> <ul style="list-style-type: none"> <li>Demonstrated ability to work effectively in a team environment to effectively plan and organise resource allocations.</li> <li>Demonstrate excellent time management and organisational skills and an ability to prioritise work tasks.</li> <li>Demonstrated ability to work in an environment which is frequently changing and has high resident and stakeholder expectation and competing priorities.</li> <li>Ability to work to a deadline.</li> <li>Demonstrated high level computer literacy.</li> <li>Well developed communication skills (written, verbal and listening) including high level telephone techniques in order to liaise effectively with employees.</li> </ul> <p><b>Desirable skills and qualifications:</b></p> <ul style="list-style-type: none"> <li>Certificate in Business Administration or similar.</li> <li>Experience in scheduling or rostering with employee liaison.</li> <li>Experience in an Aged Care environment.</li> </ul> <p><b>Personal Attributes:</b></p> <ul style="list-style-type: none"> <li>Pursues work with energy, drive, and a need for completion.</li> <li>Applies innovative ideas.</li> <li>Adapts to varying work situations and is flexible in your approach to resolving challenges.</li> <li>Takes initiative with a clear business purpose mind.</li> <li>Continually seeks to improve business processes.</li> <li>High ethical standard, is trustworthy and confidential.</li> <li>Works well individually and as a team member.</li> <li>Has consideration and respect for others and their views.</li> <li>Adapts to changing environments and demands.</li> <li>Enthusiastic, energetic, projects a positive image.</li> <li>Good attention to detail, efficiency and effectiveness.</li> </ul>	
<b>Work health and safety:</b>	
<ul style="list-style-type: none"> <li>Low level manual handling – office equipment and stationary supplies.</li> <li>Participate and contribute to Work Health &amp; Safety practices to ensure a safe work environment.</li> </ul>	
<b>Position approval:</b>	
This position is approved at GACS Admin Level 2 under the Goodwin Enterprise Agreement.	
<b>Authorisation:</b>	
This position description has been authorised as part of Goodwin’s document management process. It comes into effect on the date indicated next to the CEO/COO signature.	
<b>CEO/COO signature:</b>	
<b>Date:</b>	13/11/17