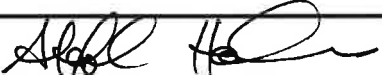


Position description Resource Allocations Officer			
Position details:			
Position title:	Resource Allocations Officer	Reports to:	Executive Manager Residential Care
Department/Division:	Residential Care	Direct reports:	Nil
Position:			
<p>The Resource Allocations Officer is responsible for the superior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

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