



# Capability Profile

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## Our Story

Vital Health Recruitment has grown over the past 15 years to become Australia's number 1 healthcare recruiter.

Vital Health Recruitment's strong national presence enables us to source high quality candidates from all corners of the Australia, as well as internationally, and provides Vital with a strong strategic advantage over other companies. A key differentiator lies in our ability to utilise multiple resources, searching multiple talent pools for the right candidate every time.

We offer a wide range of services that are continuously evolving to meet our clients ever changing needs. A unique partnered approach to our clients allows us to truly understand their needs, company culture, vision and individual requirements, ensuring an effective recruitment solution is achieved quickly and successfully. We fully understand that no two recruitment partnerships are the same, and we tailor our services to produce the best possible outcome for each client individually.

As a Full Member of the Recruitment & Consulting Services Association, Vital Health is committed to the provision of ethically sound services to all candidates and clients.

*Vital Health Recruitment is part of the Vital Group,  
Australia's number 1 healthcare recruitment group  
providing recruitment expertise to specialist markets  
locally, nationally and globally.*





# Our Reach

Whilst Vital Health Recruitment is one of Australia's largest specialist health recruitment companies with operations in Perth, Sydney, Brisbane and Melbourne, it is also able to source quality candidates globally through our Vital International Division. Over our 15 years of business and throughout Australia, Vital has established a reputation in the market that makes it the first choice for quality candidates seeking new employment challenges. This means that Vital is the best placed agency to be able to quickly identify the right candidates for your vacancy.

Additionally through Vital International, we have access to the best candidates seeking to migrate to Australia from the UK, Ireland, Canada, New Zealand, South Africa and the USA.

This means that you do not just get one recruiter in one state working for you, but a team of recruiters nationally and internationally all working to bring to the table the very best possible candidates for your vacancy.



-  Area's serviced
-  Office locations



# The Vital Difference

The key to Vital Health's success is our specialised focus on the healthcare sector and our ability to attract a wide selection of high calibre candidates. Vital Health Recruitment offers the following advantages over alternative recruitment options:

- We possess a vast and intimate knowledge of the healthcare industry in Australia and abroad
- With both national and international reach we have access to outstanding candidates that other agencies simply do not have. The benefit for our clients is that we are able to source the very best people for your vacancy.
- We focus on developing a deep understanding of our client requirements in order to actively remain vigilant for new talent crossing our path, and to ensure that we only place candidates who not only meet your skill and experience requirements, but who also share your cultural philosophies.
- For clients with requirements across a number of states or countries, we provide a National Account Manager, whose role it is to co-ordinate the entire resources of the Vital Group to provide an integrated multi-pronged approach with one central point of contact for reporting and account management.
- As Australia's number 1 healthcare recruiter we have access to the most sought after roles in the industry, making us the number one choice for the latent talent market. This is the market that is not interested in applying to ads, but wants a professional recruiter to confidentially place them in a new role. Generally these candidates only register with one agency they can trust to have access to the best roles. Most often this is Vital.



# Our Services

Vital Health clients come from all areas of the healthcare industry, from public and private hospitals, aged care facilities and groups, community services, industry associations and bodies, allied health and GP practices and clinics. We provide our clients with a full and varied range of professional recruitment services including:

- Executive and professional recruitment
- Executive contracting
- Advertised selection
- Executive search
- Salary benchmarking
- Psychometric Appraisals
- Support level recruitment
- Temporary staffing – medical administration

The positions for which we are the experts in recruiting include:

- CEO's and all senior executive positions
- Directors of Nursing
- Clinical Managers
- Quality Managers
- Doctors
- Care Coordinators and Unit Managers
- Facility Managers
- Specialist & Registered Nurses
- All Allied Healthcare Professionals

As the industry leader, Vital Health is critically aware that medical administration personnel must possess a specialist set of skills. To ensure we provide top quality candidates, Vital Health carry out due diligence on all of our temporary personnel to ensure they adequately meet all our clients requirements. We understand that our clients operate in a complex environment, where computer packages, process and procedures can vary widely from hospital to hospital, and even ward to ward.

Vital's medical administration recruitment capabilities include:

- Switchboard Operators
- Secretaries / Personal Assistants
- Admissions & Discharge Clerks
- Pre-Admission Clerks
- Patient Accounts
- General Accounts Clerks
- Medical Records Personnel
- Department Head
- Radiology Audio Typists
- Medical Audio Typists
- Practice / Office Managers
- Medical Receptionists
- Ward Clerks

*Our approach is to fully understand our client's requirements and through our huge network of resources, we have the unique ability and advantage to provide the perfect candidate match from the outset.*



# Our Methodology

The foundation for every successful recruitment assignment is a total understanding of the business case for that particular appointment, why it exists and its objectives.

The unique Vital Health recruitment process is “end to end”. This means working closely with our clients to clarify the critical elements of the position description through to assisting with performance management against KPIs. Nothing is left to chance.

Vital Health Recruitment’s powerful and dominant position in the Australian market place means we are perfectly placed to recruit the right person for you. The Vital Health methodology is as follows:

- Preparation of detailed position profiles
- Agreement of key result areas for the position
- Formulation of selection criteria
- Develop search strategy and research
- Detailed database and network search
- Preparation and placement of print media and on-line advertisements, if required
- Preparation of an interview program, including competency-based behavioural questions, specific to the role
- Conduct Interviews and develop a shortlist of suitably qualified and experienced candidates
- Facilitation of your interviews
- Provision and co-ordination of psychometric testing arrangements as required
- Reference and / or pre-employment checking, specific to the role
- After placement follow-up

*Our service doesn’t end when the candidate is placed.  
We conduct regular post employment follow up meetings  
to ensure both candidates and clients are meeting  
each other’s expectations.*

# Marketing Strategies

In a marketplace where the search for talent is becoming increasingly fierce it is imperative that we search the entire market for the right candidate. When utilising traditional advertisement postings alone, such as seek and industry specific job boards, we open your role up to the highly 'active' candidates within the marketplace. These 'active' candidates are also applying to other roles being advertised by your competitors. With the utilisation of a strategically crafted print advertisement, we "sell" your unique role and opportunity to the broader 'passive' market of candidates.

These candidates, who are typically happy in their current roles and are NOT actively browsing seek on a daily basis, may now be intrigued by what you have to offer. Why settle for the best that apply, when you could have the best in the market? These are some of the advertisements Vital Health has placed for our clients:

At Vital Health we are experts at running major display advertising campaigns for our clients. The bold presentation of our advertising combined with highly creative copywriting ensures your advertisement will attract the quality passive market.

Have you ever dreamed of living and working in the tropics?



**Facility Manager  
Aged Care**

We have the best opportunity for a Facility Manager to live and work in the beautiful coastal town of Broome in Western Australia. This coastal town boasts the famous Cable Beach and a very relaxed lifestyle.

Our client has an opportunity for a Facility Manager to work in their brand new 55 bed, low/high care AGED CARE facility, offering excellent benefits such as:

- Subsidised on site accommodation
- Excellent salary including penalty rates
- A weekly location allowance
- 5 weeks annual leave to enjoy the wonderful surroundings
- Salary packaging
- Discounts on vehicle purchases and pharmacy items
- Access to ongoing training and development

As a Facility Manager you would be accountable for ensuring aged care accreditation standards are met and that high quality clinical care is provided at all times. You will oversee the day to day operations, management and supervision of nursing staff to achieve high standard of holistic resident focused care. You will be responsible for promoting a culture of continuous improvement and ensure learning and development opportunities are maximised.

**Get in touch**  
For more information on this opportunity please contact the Perth Office on 1300 184 825



Australia's No.1 Healthcare Recruitment Company

www.vital.jobs

Melbourne - Sydney - Brisbane - Perth

Program Coordinators

**Integrated Health Service  
Three new roles**

This innovative professional organisation is experiencing a dramatic expansion in their primary healthcare service provision. Attracting funding from a variety of government and other sources, they have proven competencies in delivering highly relevant programs in the community.

We are seeking dynamic program coordinators to engage with local Primary Care providers and inspire others in making a difference to the health of people in the western suburbs. This go-ahead organisation is also actively developing business models for more effective health services and quality outcomes.

If you are excited by improving services across and within Primary Health, then there could be a role for you.

If you have experience in Public Health and knowledge of Australian Health systems, then this strategic organisation is going to excite you.

**Get in touch**  
Please contact the Melbourne office on 1300 184 825



www.vital.jobs

Australia's No.1 Healthcare Recruitment Company

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Samples of a advertisements

*Additionally, this form of advertising may not be as expensive as you may think. Speak with your Vital Health consultant about how we can structure a package that will cut your display advertising costs dramatically.*

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## Our Team

The team at Vital is the most experienced within healthcare recruitment in Australia. The team has been assembled over the past 15 years with the aim of ensuring the same high quality of service is delivered from every office. Sharing a strong set of values and working towards a common goal, our Vital Health team is focused on delivering a consistency of service and high levels of consultancy to clients and candidates in all geographical locations.

We would be delighted to arrange for you to meet with our team in any state or if you have national needs, our National Operations Manager who oversees and coordinates all our national client requirements.

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# Conclusion

At Vital Health Recruitment we are committed to assisting clients achieve exceptional results. We have invested in creating a national and international network of contacts and relationships that gives us access to an unparalleled source of candidates to fulfill even the most difficult assignment brief. We believe totally in the concept of partnering in recruitment, and to this end, the vast majority of our clients have been working continuously with us for in excess of 10 years.

*We have the resources, people and technology  
to fulfill your requirements to the highest  
possible standard.*



# Contact Details

## Office Locations

### Melbourne

Level 10,  
420 St Kilda Road  
Melbourne  
Vic 3004

### Sydney

Level 4, Suite 4,  
3 Spring St  
Sydney  
NSW 2000

### Brisbane

Level 4,  
490 Upper Edward St  
Spring Hill  
Qld 4000

### Perth

Level 29,  
221 St Georges Terrace  
Perth  
WA 6000

## Phone Numbers

### Within Australia

Phone: 1300 1 Vital  
Phone: 1300 1 84825  
Fax: 1300 360372

### International

Phone: +61 3 9514 4466  
Fax: +61 3 9525 0456

## Web

[www.vital.jobs](http://www.vital.jobs)