The Royal Melbourne Hospital

# Advancing health for everyone, everyday.

## Could this be you?

## Join The Royal Melbourne Hospital Team

Position Description

Specialist Endocrine Surgeon

The Royal Melbourne Hospital

## THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

## OUR VISION

# Advancing health for everyone, every day.

## THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

### People First

People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

### Lead with Kindness

Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

### Excellence Together

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

## OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability

The Royal Melbourne Hospital

# Position Description

| | |
|---|---|
| **Position Title:** | Specialist Endocrine Surgeon |
| **Service:** | Breast Oncology & Endocrine (BOE) Surgery, Surgical Services |
| **Location:** | The RMH Parkville |
| **Reports To:** | Head of Unit, BOE |
| **Enterprise Agreement:** | AMA Victoria - Victorian Public Health Sector – Medical Specialists Enterprise Agreement 2022–2026 |
| **Classification:** | As per EBA |
| **Employment Status:** | Fractional |
| **Immunisation Risk Category:** | Category A |
| **Date of Review:** | March 2026 |

## POSITION SUMMARY

The Royal Melbourne is one of Victoria's largest hospitals providing a comprehensive range of health services including acute, sub-acute, general, and specialist medical services throughout inpatient and community-based facilities. We are also a proud part of the world-renowned Melbourne Biomedical Precinct, working in collaboration to advance research for continuous improvement of clinical care.

**Unit Description:**
The Breast and Endocrine Unit is a large unit within the Department of General Surgery. The Endocrine component involves a multidisciplinary clinic with Endocrinology and a large MDT for endocrine cases.

**About the role:**
The duties encompass a theatre list, an outpatient clinic with extra hours to allow for ward rounds, MDT and audit.
We require an experienced surgeon to cover this work (minimum 3-5 years post fellowship) with fellowship exposure to Endocrine Surgery.

**Scope of practice:**

- Thyroid, parathyroid and adrenal surgery
- Outpatients consultations both face to face and telehealth, supervision and training of the registrars and interns
- Attendance a monthly thyroid MDM
- Attendance at audit at least monthly

Please contact BOE Head of Unit Anita.Skandarajah@mh.org.au for further information

## KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Ensure patients and consumers receive high quality services and continuity of care, and that agreed medical services and clinical standards, clinical outcomes, risk management approaches and accreditation requirements are achieved.
- Identify work practice and process improvement opportunities within the BOE Unit and implement work practice reform to achieve integrated patient care across the continuum and utilise consumer input to improve services to patients.
- Achievement of relevant clinical standards, credentialling and accreditation requirements within the service
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.

## KEY RELATIONSHIPS

Internal

- Head of BOE Unit
- Director & Deputy Directors, General Surgical Specialties Department
- Surgical Director, Surgical Services
- Junior & Senior staff within General Surgical Specialties Department

## KEY SELECTION CRITERIA

**Formal Qualifications:**

- F.R.A.C.S. or equivalent

**Essential:**

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- A medical degree and registration with the Medical Board of Victoria
- A postgraduate fellowship of the RACS

## KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Provision of clinical services meeting organisational and professional standards

**AT THE RMH WE:**

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

**OUR COMMITMENT:**

- **Equity, Inclusion, Belonging and Safety**
  - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
  - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
  - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
  - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
  - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

**ACCEPTANCE**

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date