

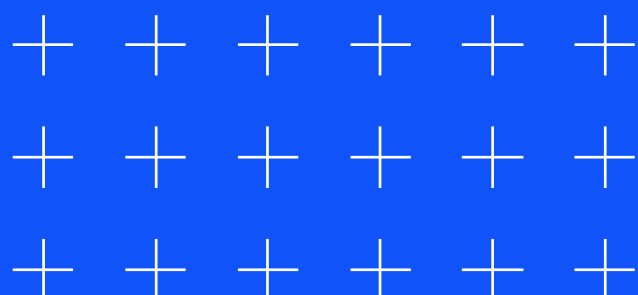


The Royal
Melbourne
Hospital

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Grade 3 CT Radiographer

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

Position Description

Position Title:	Grade 3 CT Radiographer
Service:	Imaging
Location:	Royal Melbourne Hospital
Reports To:	Chief Radiographer
Enterprise Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021–2026
Classification:	AT6-AT9
Employment Status:	Full Time
Immunisation Risk Category:	Category A
Date of Review:	November 2025

POSITION SUMMARY

The Grade 3 CT position is a senior appointment within the Radiology Department and is required to assist with the daily operation of CT imaging services include the training, supervision, and wellbeing of the imaging staff in conjunction with the Grade 4 within this area. This is a clinical leadership role that would suit an enthusiastic team leader. The successful applicant will have a proven passion for providing high quality medical imaging services to patients and referrers. Proven communication skills are essential for this role. This role may assume higher duties where applicable. The Grade 3 Radiographer will:

- Develop and update CT protocols to optimize radiation dose levels and image quality
 - Help manage Melbourne Health's Cardiac CT service.
 - Report all relevant matters that influence service delivery to the Grade 4 CT Supervisors, Director of CT, Chief/ Deputy Chief Radiographer and Operations Manager.
 - Take on responsibility of a specific CT Portfolio as designated by the Grade 4 CT supervisor.
 - Support the Grade 4 CT Supervisors in implementing business strategic goals, meeting operational targets and setting the highest standards for service quality.
 - Provide clinical leadership, education and supervision to all staff that work in CT, ensuring compliance with departmental protocols and quality standards.
 - Participate in the department out of hours and on call roster
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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.
- To be accountable for the responsible use of ionizing radiation where applicable including the monitoring of all imaging equipment during examinations.
- Monitor the quality of examinations to ensure appropriate standards are maintained.
- Monitor performance of imaging equipment during examinations and report any malfunctions to vendor, Grade 4, Chief and Deputy Chief Radiographer.
- Participation in Quality activities that directly impact on the ability of the department to gain NATA/DIAS and ACHS accreditation.
- Attendance and presentations at relevant education meetings, seminars, and conferences, both internal and external to Melbourne Health.
- Support and implement changes aimed at improving performance.
- Actively support suggestions for improvement and participate in learning opportunities.
- Set personal development goals to attain highest levels of performance on the job and constantly seek opportunities for personal growth.
- Participation in programs and initiatives that enhance community awareness of the Radiology department.
- 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.
- To participate in portfolio-based activities that will enhance quality of service.
- To actively encourage the participation of others in further education.
- Teach under-graduate and post-graduate students and provide clinical supervision of Grade 1 and Grade 2 employees
- A high level of productivity through efficient patient worklist management.
- To organize and problem solve to maximise high level patient outcomes.
- Embrace new technologies and service improvements that support productivity to cater for predicted growth in demand for ED Radiology services.
- An ability to educate referrers to the practices and policies of the Radiology Department.
- Participation in programs and initiatives that enhance community awareness of the Radiology department
- A willingness to investigate challenging issues as presented by our referrers.
- To provide outstanding leadership.
- To motivate and foster a culture of team building and excellence.
- Any other duties as requested by the Chief radiographer

KEY RELATIONSHIPS

- Imaging staff
- Grade 4 CT radiographer
- Director of CT
- Director of Imaging
- Imaging Operations Manager
- Chief Radiographer
- Deputy Chief Radiographer
- Lead Clinical Educator
- Modality Supervisors
- Radiologists
- Radiography students and interns
- Referrers
- Regulatory authorities (AHPRA & DHHS)
- Professional bodies (ASMIRT)
- Accreditation bodies (RANZCR)
- Peter MacCallum Cancer Institute
- Medical Physicist and Radiation Safety Officer

KEY SELECTION CRITERIA

Formal Qualifications:

- Qualification in Medical Imaging technology with significant post graduate experience

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Victorian DOH Radiation user licence
- As of 1 January 2026 a valid Victorian employee Working With Children's Check
- High level of specialist radiographic knowledge in CT
- Excellent communication and teamwork-based skills
- Demonstrated evidence of leading an effective team.
- Demonstrated evidence of having undertaken relevant continuing professional development
- Minimum 7 years' experience in CT

Desirable:

- Postgraduate qualification or further education in CT
- Previous experience in working in a senior supervisory role
- An understanding of how the Grade 3 role contributes, influences and champions organizational change in CT

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

- 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 _____