

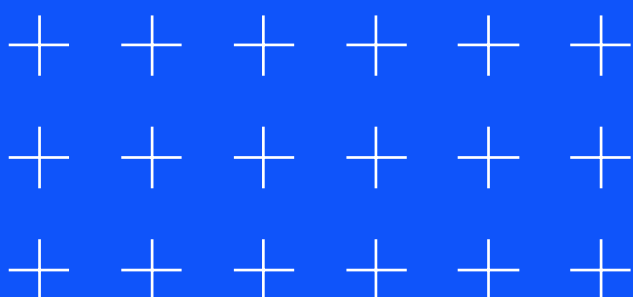


**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Director of Allied Health

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.

Advancing health for everyone, every day.

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.

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

- Lead day-to-day operational delivery of Allied Health strategic initiatives, ensuring alignment with RMH priorities and achievement of agreed milestones
- Provide regular (monthly/quarterly) performance reporting to CAHO, including progress, risks and mitigation strategies
- Identify and escalate operational risks, ensuring accountability and timely mitigation
- Deputise for the CAHO
- Drive implementation of RMH-wide priorities (e.g. digital health, workforce reform, service redesign) within Allied Health
- Develop, implement and monitor an annual Allied Health workforce plan with defined targets for recruitment, retention and capability development
- Oversee a workforce plan
- Monitor workforce performance metrics (vacancy, turnover, sick leave, agency usage) and implement corrective actions where required
- Ensure leadership development and succession planning for direct reports
- 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.
- Support the CAHO to provide leadership and direction for Allied Health at RMH to support the achievement of RMH deliverables and strategic objectives.
- Support the CAHO functions of setting direction, planning, establishing good governance and managing performance against agreed objectives.
- Foster and support a culture of innovation within the team/unit and across Allied Health.
- Develop, implement, monitor and review strategies to promote and support effective and responsive interfaces between the team/unit, Allied Health professions and services across RMH.
- Liaise with external stakeholders to maintain knowledge of contemporary practices and develop strategic partnerships. This includes the management of volunteers.
- Apply a contemporary knowledge of relevant health policy, legislation, industrial changes and service development to Allied Health at RMH.
- Establish effective working relationships and work in collaboration with RMH corporate and clinical departments.
- Provide advice and recommendations for the CAHO, Chief Executive, Executive and key internal and external stakeholders on strategic issues relating to Allied Health.
- Model and develop interdisciplinary practice within the team/unit and across Allied Health.
- Represent Allied Health on committees, assisting with future planning for RMH.
- Provide leadership, support and appraisal of the performance of direct reports.
- Monitor relevant occupational health and safety reports and participate in processes to improve health and safety and RMH.
- Contribute to organisation-wide and service/division initiatives and planning activities
- 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.
- Work in partnership with consumers, patients and where applicable carers and families.
- Prepare and present high-level reports, business cases and other documentation as required.
- Manage the budget cost centre, ensuring financial responsibility and accountability and implementing strategies that meet budgetary targets and key performance indicators.

Internal

- External

- Department of Health
- University and industry partners
- Allied Health Directors
- VHIA

Formal Qualifications:

- Post-graduate qualification in health service management/administration/public health/ business management or relevant field.

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment
- Management of Allied Health staff and experience in delivering workforce and other support functions
- Extensive knowledge and experience in Allied Health
- Extensive leadership experience in the health sector in a senior management role
- Extensive knowledge of clinical governance and delivery of health services
- Extensive experience and knowledge of health settings and a track record of effective leadership in a large health service
- Demonstrated proficiency in financial, human resource and risk management
- Demonstrated communication and presentation skills
- Exceptional interpersonal and stakeholder engagement skills
- Track record of effective stakeholder management
- Demonstrated understanding of contemporary quality assurance, education and research in the context of Allied Health professions
- Demonstrated ability to manage change effectively

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 _____