

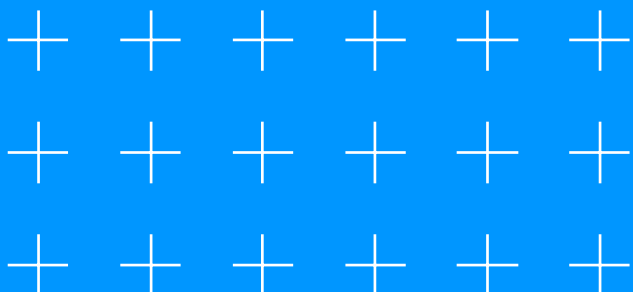


**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, every day.

**Could this be you?**

**Join the Royal  
Melbourne  
Hospital Team**



**Position Description**

**Senior Podiatrist**



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## 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.

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## OUR VISION

# Advancing health for everyone, every day.

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## 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.

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## 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

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<b>Position Title:</b>	Senior Podiatrist
<b>Service:</b>	Allied Health
<b>Location:</b>	The Royal Melbourne Hospital – City and Royal Park Campuses; Community satellite clinics
<b>Reports To:</b>	Podiatry Manager
<b>Enterprise Agreement:</b>	1. Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2026
<b>Classification:</b>	Grade 3 (CV9-CV12)
<b>Employment Status:</b>	Full time
<b>Immunisation Risk Category:</b>	Category A
<b>Date of Review:</b>	June 2025

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## POSITION SUMMARY

The senior podiatrist has extensive experience and is a recognised leader in the assessment and management of foot and lower limb pathologies. This includes neurovascular assessment, lower limb anatomy and biomechanics, diabetic foot treatment, and pressure injury prevention. This role works closely with the multidisciplinary diabetic foot unit across acute, sub-acute and community services. The senior podiatrist demonstrates high level communication skills and organizational skills including established time management capabilities. The senior podiatrist is supported by the clinical grade 4. The senior clinician may be required to work across campuses and contribute to weekend service.

The senior podiatrist is required to:

- Provide quality care to clients through highly developed clinical skills, excellent communication, and active leadership within a multidisciplinary team.
- Be responsible for clinical leadership in areas of risk management, education, and supervision of grade 1 and 2 staff.
- Have effective skills to manage performance of people as well as systems and initiate connections and develop relationships with external agencies as applicable.
- Have advanced case management and clinical reasoning skills to facilitate appropriate therapeutic interventions, family support and safe effective discharge of patients

The podiatry team consists of approximately 14 EFT across RMH sites. The team forms an integral part of the multidisciplinary Diabetic Foot Unit both in acute and community settings. Supervision, professional development and quality improvement initiatives are key focuses of the podiatry department at RMH.

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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.
- Effective prioritisation of caseload, management of competing priorities, and delegation where appropriate
- Provide quality patient-focused care through exemplary clinical assessment, treatment, and discharge planning in line with evidence-based practice
- Ensure documentation of patient care is in accordance with RMH and profession specific guidelines
- Demonstrate multi-disciplinary health care approach that achieves desired patient outcomes
- Display highly effective communication by demonstrating sound verbal, non-verbal and written skills
- Facilitate positive team dynamics and workplace culture
- Display sensitivity and knowledge of ethical and multicultural issues and provide culturally aware practice
- Assist in the review and implementation of policies and procedures specific to the profession and clinical area
- Actively participate in clinical supervision program, individual development, work planning and annual discussion
- Provide supervision to grade 1 podiatrists, students, and allied health assistants as per discipline guidelines
- Support students and student programs including supervision of students and teaching undergraduates and/or post graduate students
- Demonstrate ability to assume extra responsibilities as requested by the manager
- Initiate and lead continuous quality improvement activities and projects both within the clinical team and department as required
- Demonstrate current knowledge of factors influencing the health system both regionally and nationally
- Contribute to raising awareness and profile of the Podiatry and Allied Health role within the organization
- Lead research activities, presentations, conferences, workshops, and service development initiatives as required
- Manage risk and actively work toward implementing risk reduction strategies
- Create a psychologically safe work environment where everyone feels safe to speak up.

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## KEY RELATIONSHIPS

### Internal

- Nursing, Medical and Allied Health staff
- Hospital Admission Risk Program
- First Nations Health Unit

### External

- Post-acute care providers
- Bolton Clarke
- Community based health services



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## KEY SELECTION CRITERIA

### Formal Qualifications

- Bachelor of Podiatry (or equivalent)
- Additional relevant qualifications or progression toward these, with a commitment to completion

### Essential:

- Current professional registration with the Australian Health Practitioner Regulation Agency
- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Demonstrated high level of clinical competence and expertise in specified area
- Demonstrated ability to work collaboratively as part of a team and modelling of interdisciplinary practice
- Demonstrated high level interpersonal and communication skills with both written and verbal (including conflict resolution and negotiation)
- Demonstrated ability to impart knowledge to staff at all levels and across services, as well as members of the wider community
- Demonstrated leadership skills
- Demonstrated skills in research and innovation, program development and evaluation
- Demonstrated commitment, interest, and clinical competence in relevant service provision
- High level organisational skills
- High level of computer literacy
- Understanding of health structures
- Previous experience in supervision of staff and students
- Demonstrated ability to manage a demanding workload, and effectively prioritise tasks
- A current Victorian driver's licence
- Satisfactory police check and working with children check.

### Desirable:

- Minimum of seven years clinical and leadership experience
- Endorsement for prescription of scheduled medicines
- Previous hospital experience

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## 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
  - Completion of and demonstrated practice relating to mandatory and profession specific training activities
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**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.

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**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.

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Employee Signature

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Employee Name (please print)

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Date

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