



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Technical Officer Prosthetics &
Orthotics**

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



Position Description

Position Title:	Technical Officer Prosthetics & Orthotics
Service:	Allied Health
Location:	Royal Melbourne Hospital – Royal Park Campus
Reports To:	Manager Prosthetics & Orthotics
Enterprise Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021–2026
Classification:	Technical Officer Grade 3
Employment Status:	Full Time
Immunisation Risk Category:	Category C
Date of Review:	November 2025

POSITION SUMMARY

The Prosthetics & Orthotics department provides services to patients with maxillofacial, musculoskeletal and neurological deficits in inpatient, outpatient and community settings. It aims to maximise individual's functional potential through the provision of prosthetic & orthotic devices, enabling people with limb and facial deficits to participate in daily living, work and recreation. The Technical Officer Grade 3 role is to:

- Fabricate high quality Prosthetic and Orthotics devices
- Work in consultation with colleagues to ensure production timeframes are met
- Participate and completion of mandatory and additional training deemed necessary for the specific role.
- Participate in department OHS processes to creating a safe work environment. This includes helping to lead practices associated with department hygiene practices, equipment maintenance and department safety protocols.
- The position complies with Health Service and Divisional specific Regulations, Melbourne Health Policy and Procedures (available on MH intranet site <http://info.mh.org.au>), and the By-laws and Policies as apply from time to time

This position reports to Technical Officer Grade 4 and assists with the management of department technical workflow, stock management and supervision of junior Technical staff



KEY ACCOUNTABILITIES

- Fabrication of high quality and varying complexity Prosthetic & Orthotic devices
- 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.
- Participate in quality and innovation projects
- Assist with Prosthetics & Orthotics technical education of students and colleagues
- 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

- Allied Health
- Procurement and Facilities Management

External

- Prosthetics & Orthotics profession colleagues
- Prosthetics & Orthotics supply companies

KEY SELECTION CRITERIA

Formal Qualifications:

- None

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Extensive experience fabricating high quality and complex prosthetic & orthotic devices
- Ability to work as part of a team
- Safe workplace practices
- Demonstrated effective interpersonal and communication skills both written and verbal (including conflict resolution and negotiation)



- Ability to manage a demanding workload, and effectively prioritise tasks
- Working with Children Check

Desirable:

- Experience with myoelectric and pattern recognition componentry
- Competence with computer aided design and 3 D printing technology
- Completion of advanced laminations course

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

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, Effective, 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 respect to the Traditional Owners of the lands on which we work, and we stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are dedicated to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination.
- **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 Name (please print)

Employee Signature

Date