

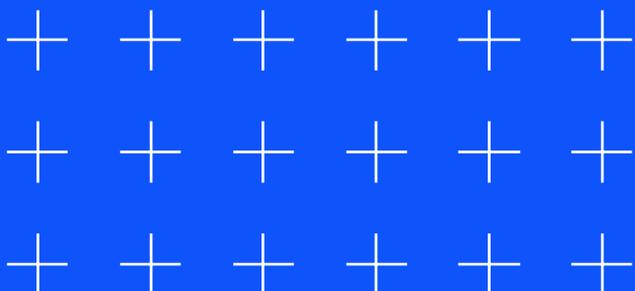
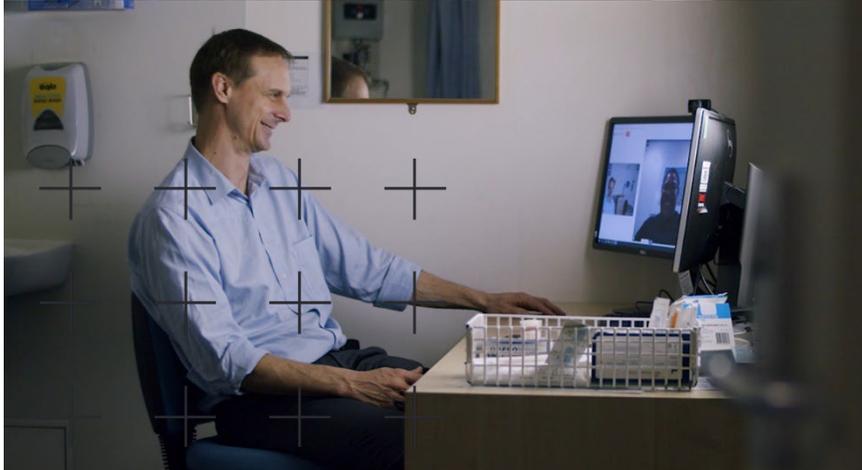


**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, everyday.

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Project Manager – Clinical Projects/  
Operations**



## 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





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## KEY ACCOUNTABILITIES

- Lead the development of the project plans, scope and timelines for the identified streams of work and key tasks required for the project.
- Proactively identify areas of opportunity to improve safe, timely, effective patient centred care.
- Contribute to 'environmental scanning' of the RMH to identify strengths, areas for development, opportunities and trends which may impact current and future clinical operations.
- Build partnerships with internal and external stakeholders to foster innovation and improve safe, timely, effective patient centred care.
- Communication and preparation of project status reports and progress against agreed plan and desired outcomes.
- Coordinate and facilitate working groups, stakeholder meetings including documentation of actions and progress against timelines and milestones.
- Plan and implement a change management and communication strategy for projects.
- Prepare papers for governance committees and reports for external agencies including Department of Health and Safer Care Victoria.
- Management and supervision of staff (as required)
- Management of budget (as required)
- Plan and implement a change management and communication strategy for projects.
- Maintenance of a strong project governance structure, including identification and escalation of risks and issues and ensuring that effective risk controls are in place.
- Encourage broad and appropriate representation and stakeholder consultation and participation.
- Demonstrate a commitment to person-centred care delivery and ensure all elements of delegated work are completed to a high standard and in accordance with RMH policies, procedures, and values.
- Source and analyse data to demonstrate measurable change, monitor outcomes and report on performance.
- Prepare business cases and funding applications.
- Support strategic planning for the Projects team -Clinical Operations
- Provide Consultation and support to other Projects as Directed by Project Director - Clinical Operations.
- Enable collaborations across the streams of work to capitalise on expertise and avoid duplicative work.



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## KEY RELATIONSHIPS

### Internal

- Project Director- Clinical Operations
- Chief Operating Officer
- General Managers
- Service Directors of Nursing/Operations
- Medical Directors
- Department managers
- Quality Improvement and Patient Experience team
- Allied Health, Pharmacy and support services
- Health Intelligence team
- EMR team
- Consumers

### External

- Other Health Services
  - Primary Healthcare Networks (PHN)
  - Healthcare Networks
  - Department of Health
  - Safer Care Victoria
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## KEY SELECTION CRITERIA

### Formal Qualifications:

- Tertiary qualifications in either; health, business or management.

### Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- At least 3 years' experience in a health setting or a senior operational or project leadership role within a large health service.
- Demonstrated experience of managing change in a complex environment.
- Ability to develop and maintain effective working relationships with a large and diverse range of stakeholders
- Ability to manage multiple projects concurrently and determine workload priorities, co-ordinate tasks and work to timelines
- Ability to facilitate consumer engagement
- Experience in collecting and analysing data to support the measurement of change
- Excellent communication skills including well-developed presentation and writing skills and an ability to promptly prepare relevant documentation, presentations and reports.
- Valid Working With Children's Check, Police Check & Immunisation Assessment

### Desirable:

- Familiarity with Project Management and Improvement methodology
- Prior experience leading change, quality improvement or projects within a healthcare setting
- Familiarity with Electronic Medical Records and Microsoft 365.
- Solution oriented and collaborative approach to problem solving and program development.
- Ability to determine workload priorities, coordinate tasks and work to timelines.
- Data analytical and presentation skills

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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
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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