

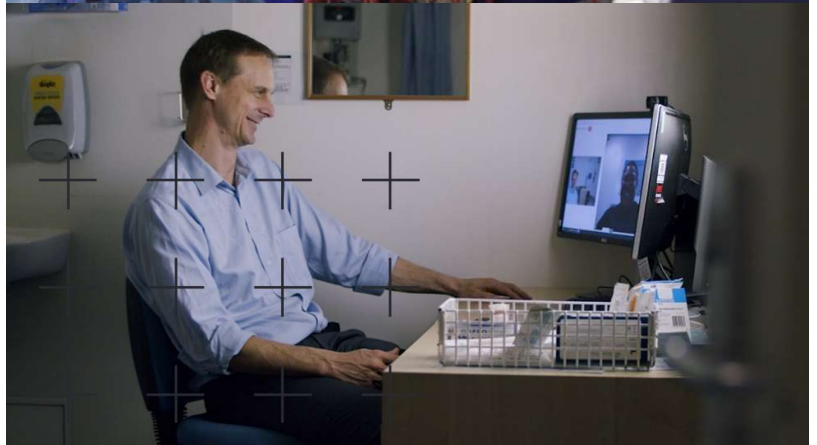


The Royal
Melbourne
Hospital

Advancing health for everyone, everyday.

Could this be you?

Join The Royal
Melbourne
Hospital Team



Position Description

Digital Coordination Centre Data
Scientist



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:	Digital Coordination Centre Data Scientist (6-month pilot)
Service:	Access, Critical Care and Investigative Services
Location:	The RMH Parkville
Reports To:	Director, Clinical Informatics Centre and Director, Access and Flow
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021–2025
Classification:	HS26
Employment Status:	Full time
Immunisation Risk Category:	Category A
Date of Review:	April 2026

POSITION SUMMARY

The Digital Coordination Centre (DCC) at Royal Melbourne Hospital (RMH) was established in August 2023 and was designed to create situational awareness through real time data analytics to support patient access and flow. The DCC co-locates a multidisciplinary team who utilise informatics tools to collaboratively improve access and flow across the RMH. Established in August 2023, as a Victorian health service first, the DCC is firmly embedded into the operations of the health service, continually improving its capability through ongoing learning and improvement.

This role is a 6-month pilot to be embedded as analytics lead to identify, validate, and prototype high-impact operational decision-support use cases for DCC, with an initial emphasis on understanding data readiness and feasibility. It will have dual reporting to the Director, Clinical Informatics Centre and the Director, Access and Flow. They work as part of the Digital Team responsible for the support, maintenance, development and continuous improvement of the DCC data and analytics.



KEY ACCOUNTABILITIES

- Rapid assessment of data availability, quality, and fitness-for-purpose across key operational datasets
- Identify and analyse drivers that influence patient flow
- Development of reports that table access and flow activities
- Develop and validate analytical approaches (including simple predictive models where appropriate)
- Translate findings into actionable insights for operational teams
- Work closely with Health Intelligence, EMR, and clinical/operational stakeholders to ensure alignment and feasibility
- Define what would be required to operationalise successful approaches beyond a conceptual model.
- Clear assessment of data readiness and key constraints/opportunities
- Delivery of 1–2 high-quality analytical use cases with demonstrated relevance to operational decision-making
- Evidence of a clear pathway to impact, such as identification of actionable bottlenecks
- Clear articulation of next steps, including data, infrastructure, and workforce requirements for scale
- 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.
- 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.

KEY RELATIONSHIPS

Internal

- Director, Clinical Informatics Centre
- Director Access and Patient Flow
- Director, Clinical Innovation, Transformation and Reform
- Manager, Access and Patient Flow
- Digital Coordination Centre Team
- RMH Service Leadership
- Digital Innovation
- Health Intelligence
- EMR Team

External

- University of Melbourne
- Department of Health
- Parkville Precinct Partners
- External Digital Coordination and Command Centres
- Ambulance Victoria
- Victorian Virtual Hospital Partners



KEY SELECTION CRITERIA

Formal Qualifications:

- Tertiary qualifications in data science, computer science, statistics, applied mathematics, or a related quantitative field.

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Strong proficiency in Python for data science, including data manipulation, statistical analysis, machine-learning workflows and data visualisation.
- Demonstrated skills in analysing and interpreting data, communicating the information concisely and accurately, in either verbal or written format to accommodate the key stakeholder audience.
- Demonstrated ability to work complex calculations and maintain a high level of accuracy.
- Extensive experience in working with computer systems and applications including business intelligence, spreadsheets, word processes, databases, statistical packages and clinical costing systems.
- Experience applying Python to real-world data science problems, including data preparation, modelling, validation and operational deployment.
- Experience with complementary languages and tools (e.g. SQL, R, .NET, JavaScript, PowerBI) used in data engineering, analytics and application integration.
- Demonstrated experience developing, delivering and evaluating complex compliance monitoring and data quality progress including developing data quality metrics to assess and monitor improvements.
- Successful record of identifying business requirements and developing appropriate improvement or remedial strategic and change specifications to reengineer processes and systems

Desirable:

- Electronic medical record analysis experience
- An understanding of health care data and information systems
- Awareness of National Safety and Quality Health Service Standards
- Knowledge of hospital service provision and reporting requirements.
- CHIA certification

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
 - Delivery of 1–2 high-quality analytical use cases with demonstrated relevance to operational decision-making
-



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.

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
