

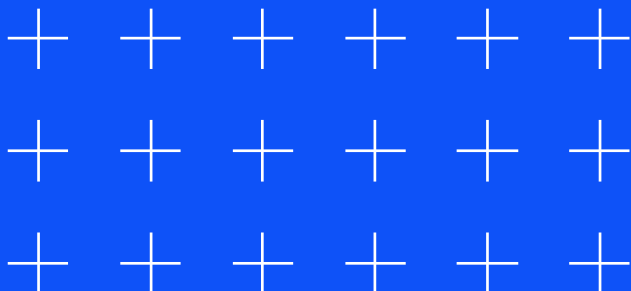
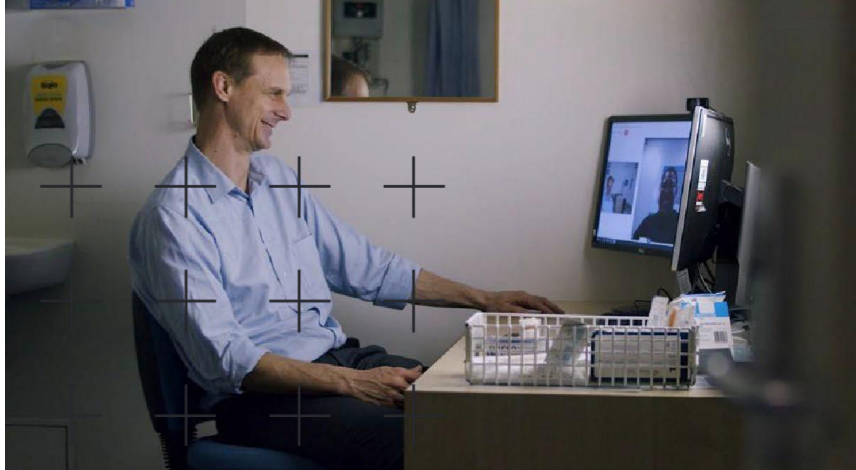


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Executive Officer: CEO Office



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**



**Lead with
Kindness**



**Excellence
Together**



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.

Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

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:

- **Be a great place to work and a great place to receive care**
- **Grow our Home First approach**
- **Realise the potential of the Melbourne Biomedical Precinct**
- **Become a digital health service**
- **Strive for sustainability**



Position Description

Position Title:	Executive Officer: CEO Office
Service:	Office of the Chief Executive
Location:	The Royal Melbourne Hospital, 300 Grattan Street, Parkville (Hybrid one day week)
Reports To:	Chief Executive Officer
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021–2025
Employment Status:	Full Time - ongoing
Immunisation Risk Category:	Category C
Date of Review:	June 2026

POSITION SUMMARY

The Executive Officer is a senior, high-trust role within the Office of the Chief Executive. The role provides executive operations leadership, and Board Secretariat services in liaison with the Corporate Secretary to support the effective functioning of the Chief Executive, Board, Board Chair and Executive Leadership Team.

The role anticipates emerging issues, coordinates organisational priorities, strengthens executive office systems and ensures clear information flow, disciplined follow-through and strong governance across key executive and Board processes.

The successful candidate is a seasoned governance and executive operations professional with deep Board Secretariat expertise, sound judgement and absolute discretion. They are proactive, politically astute and an outstanding communicator who builds trusted relationships with directors, executives, government and sector partners.

Calm under pressure and meticulous in execution, they represent the Office of the Chief Executive as professional, responsive and reliable, and confidently identify opportunities to improve governance, executive workflows and operating rhythms.

This is a high-trust, high-visibility role where you will:

- act as a trusted advisor and strategic partner to the CEO, Board and Executive Leadership Team
- use strategic judgement, insight and systems thinking to strengthen governance, executive systems and leadership coordination
- build trusted networks across government, the health sector and key partners



KEY ACCOUNTABILITIES

Executive Operations & CEO Office Leadership

- Lead the operational effectiveness of the Office of the Chief Executive, ensuring priorities, workflows, reporting and executive coordination are well managed and aligned.
- Act as a trusted gatekeeper and coordination point for the Chief Executive and Board Chair managing access, priorities and information flow with sound judgement.
- Proactively manage the Chief Executive's calendar, correspondence and forward planning around Board cycles, key meetings, strategic priorities and written submissions.
- Prepare high-quality correspondence, briefings, presentations, reports and other sensitive materials on behalf of the Chief Executive.
- Coordinate travel, Ministerial visits, executive & Board strategy sessions in liaison with the Chief Strategy Officer, stakeholder forums and international health delegation visits.
- Screen and respond to correspondence and enquiries, exercising judgement to resolve, redirect or escalate matters appropriately.

Board Secretariat & Governance

- In liaison with the Corporate Secretary lead the Board Secretariat function, coordinating the Board and overseeing the committees including agendas, papers, minutes, action tracking, registers and meeting administration.
- Uphold strong corporate governance by maintaining governance registers, conflict of interest declarations, Board skills matrices, annual governance work plans and the broader governance documentation suite.
- Manage the Board governance calendar, escalation pathways and reporting mechanisms to ensure governance visibility, consistency and accountability.
- Lead Board Director induction, including onboarding, governance documentation, portal access and training coordination.
- Administer the Board portal as a super user, driving efficient and secure Board processes.
- Ensure compliance with the Board's obligations and relevant legislation, working closely with the Company Secretary/Group General Counsel.

Strategic Coordination & Executive Office Leadership

- Monitor and coordinate delivery of key CEO, Board and Executive Leadership Team actions, ensuring accountability, progress visibility and timely completion across the organisation.
- Support the operational management of the Office of the Chief Executive, including executive workflows, organisational priorities and Executive Leadership Team activities.
- Coordinate leadership priorities, forums and Executive committee to ensure consistency, clarity and alignment across the executive team.
- Strengthen executive office systems, workflows and operating rhythms to improve leadership effectiveness, continuity and follow-through.
- Maintain continuity of the Office of the Chief Executive during periods of executive absence.

Stakeholder & Government Engagement in liaison with the Chief Strategy Officer

- Manage relationships and correspondence with government, sector, precinct and university partners, including the Department of Health, Ministerial offices, and key Parkville Precinct partners.
- Support executive readiness for government and sector engagement, ensuring briefings, materials and follow-up are well prepared and strategically aligned.
- Represent the Office of the Chief Executive professionally with internal and external stakeholders, including Board members, government, partners and members of the public.

Team, Safety & Continuous Improvement

- Provide guidance and coordination to Executive Assistants and Office of the Chief Executive staff, including leave coverage and shared support across the executive team.
- Identify and implement improvements to governance, administrative and executive processes, tools and templates.
- Take reasonable care for your own safety and wellbeing and that of others, speaking up for safety, our values and wellbeing.
- Work collaboratively across all RMH teams and respect that the RMH is a smoke-free environment.



KEY RELATIONSHIPS

Internal

- Chief Executive Officer
- Board Chair and Board Directors
- Executive Leadership Team
- Company Secretary and General Council
- Executive Assistants and Executive Office staff
- Senior clinicians and operational leaders

External

- Parkville Precinct Partners
- Department of Health and Ministerial offices
- Other health services and sector partners
- External Board and committee members
- Members of the public

KEY SELECTION CRITERIA

Essential:

- Commitment to live the Melbourne Way, putting people first, leading with kindness and achieving excellence together.
- Extensive experience in executive operations, governance, Board Secretariat or senior executive support roles within complex organisations.
- Deep corporate governance knowledge, with a proven ability to lead Board and committee governance, reporting, registers and compliance processes.
- Outstanding writing, editing and communication skills, able to craft Board papers, executive correspondence, presentations and sensitive reports to the highest standard.
- Proven ability to exercise discretion, sound judgement and absolute confidentiality when handling sensitive executive, Board and government matters.
- Strong stakeholder relationship skills and the ability to influence and coordinate without formal authority across executives, directors, government and sector partners.
- Highly organised with the ability to anticipate needs, manage competing priorities and operate calmly in a fast-paced executive environment.
- A track record of improving governance, executive and administrative systems, processes and operating rhythms.
- High level proficiency with Board portals (for example Convene), Microsoft Office and executive office systems.
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment

Desirable:

- Experience in the Victorian public health, government or broader regulated sector, with an understanding of Department of Health and Statement of Priorities obligations.
- Formal governance qualification or training (for example Governance Institute of Australia Certification or equivalent).
- Experience leading or mentoring a team of executive support staff.

KEY PERFORMANCE INDICATORS

- Demonstration of RMH values and the Melbourne Way.
- Delivery of high-quality, timely and accurate Board and committee papers and governance documentation.
- Effective and confidential support to the Chief Executive and Board Chair, with strong stakeholder feedback.
- Achievement of governance, reporting and compliance deadlines, including Department of Health requirements.
- Demonstrated improvement of executive office and governance processes.
- 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, Equitable, Person-centered 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
