

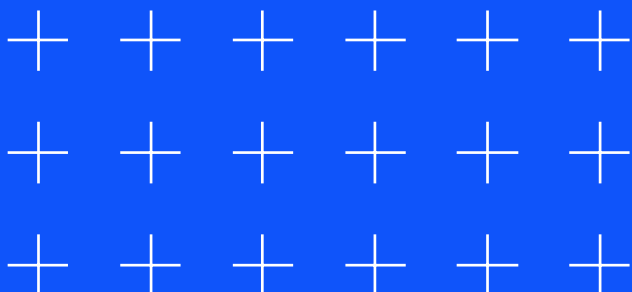


**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

VIDRL/VICNISS Business Manager

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

The purpose of this role is to provide business partnering support to the Victorian Infection Disease Reference Laboratory (VIDRL), Victorian Healthcare Associated Infection Surveillance System (VICNISS) and Guidance with a key focus on:

- ## DEPARTMENT DESCRIPTION

The RMH Business Services Department provides finance business partnering services to RMH Services/Divisions encompassed in the Chief Operating Officer's, Chief Nursing Officer, and Chief Medical Officer Portfolios. This includes:

- 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.
- You will be a member of the Royal Melbourne Hospital Business Services team, with a solid reporting line to the Associate Finance Director, Royal Melbourne Hospital.
- You will have a dotted reporting line to the Directors of VIDRL/VICNISS and Guidance
- You will set, manage, and monitor Financial Plans (budgets) and update the forecast for both operational and capital budgets.
- 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.
- You will be expected to undertake the role of expert in management accounting and business analysis fields.
- You will lead and develop the team with two direct reports (Finance Analyst and Business Support) and ensure all KPI are delivered.
- Oversee and review VIDRL billing system.
- You will produce financial acquittals for Commonwealth, State and Research grants. You will manage any Audits.
- You will ensure that an efficient service is provided to Directors, senior managers, budget holders and external stakeholders always.
- You will support leave cover across the wider RMH Business Services team to widen organisational insight.

Internal

- Executive Directors
- Directors
- Business / Operations Managers
- Finance and Logistics Staff
- Other RMH Portfolios

- Other Health Services (Public and Private)
- Department of Health
- Auditors
- Consultants
- Tertiary Institutions

- Formal Qualifications:
 - CA / CPA/ ACMA qualified or experience
 - Degree or equivalent
- Essential:
 - Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
 - Experience in working at a strategic level and have the ability to recognise direction and implications of policy changes
 - Experience in financial planning at a Service/Divisional level
 - Ability to negotiate effectively and maintain robust partnership relationships
 - Excellent written and verbal communication and presentation skills
 - Highly numerate with excellent analytical skills especially with Microsoft Excel
 - Highly developed skills in analysing complex financial data and information and producing concise and understandable recommendations from it
 - Ability to demonstrate a collaborative and facilitative management style
 - Ability to work effectively with senior colleagues
 - Ability to work in a fast-paced environment, enabling quick decision making whilst balancing risk
 - Discretion, integrity and reliability
 - Proactive and self-starter
- Desirable:
 - Experience in large matrix organisations, specifically Healthcare
 - Experience of quality assurance mechanisms in financial management
 - Experience with Power BI

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
- Ability to operate within allocated budget (if required).

- 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.

- 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.

- 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.

- 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.

- 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.

- Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

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.

Date _____