

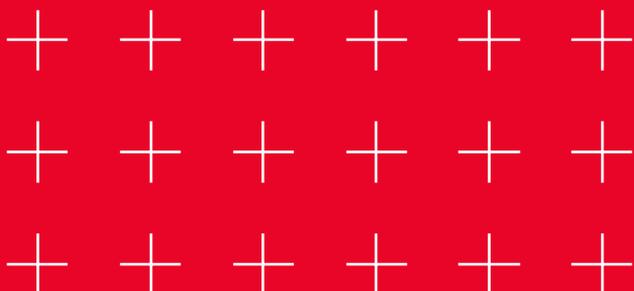


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Project Lead, Aged Care Assessment



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**



KEY ACCOUNTABILITIES

- Design and implementation of project activities including planning, measurement, analysis, implementation and evaluation
- Development and delivery of project plans, progress reports, proposals and briefs to relevant stakeholders
- Application of appropriate project management methodology and implementation of project management processes
- Identification and escalation of identified risks, issues, concerns & ideas
- 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.
- Escalation of decision-making on key areas to the Director Community Programs
- Gather and analyse data from a variety of sources to inform development and monitoring of change strategies
- Complete analytical activities including activity and financial performance to understand sustainability of services and initiatives
- Work to ensure changes are embedded with standardised and sustainable systems and processes
- Evaluation of project activities, design and implementation of structures to ensure sustainability
- Active involvement in the development of training materials and procedures, including consultation with relevant teams to inform requirements
- Ensure at all times best practice standards are applied to initiatives including development of relevant policies, procedures and guidelines
- Work to timeframes and deadlines required to ensure implementation of initiatives
- Establish and maintain communication channels with key stakeholders
- Liaise regularly with the Director Community Programs, General Manager Home First and other key stakeholders
- Form and maintain effective relationships with key stakeholders to support the development and implementation of change strategies
- Participate in and lead meetings, including preparing meeting agendas and minutes of meetings
- Ensure all project activities are completed in line with relevant reporting requirements and escalating any concerns as appropriate
- Share experiences and learning's with colleagues. Create a psychologically safe work environment where everyone feels safe to speak up.
- Perform other duties not inconsistent with Award, Agreement or Terms of Employment as may be directed by the Director Community Programs
- 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.
- 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.
- Respect that the RMH is a smoke-free environment.



KEY RELATIONSHIPS

Internal

- Director Community Programs
- General Manager Home First
- Aged Care Assessment Manager and staff (RMH)
- Home First and Community Services leadership teams
- Corporate Services including: People and Culture, Legal services, Information Technology, Health (Business) Intelligence

External

- Department of Health and Human Services
- Aged Care Assessment Managers and staff (Other health services)
- General Managers / Divisional Directors (Other health services)
- Consumers of Aged Care Assessment
- Corporate Services (Other Health Services)

KEY SELECTION CRITERIA

Essential:

- Comprehensive understanding of Aged Care Assessment including recent Aged Care Reforms
- Current Working With Children's Check (WWCC)
- Demonstrated experience in managing change in a complex environment
- Demonstrated ability to build rapport with internal and external stakeholders
- Excellent time management and organisational skills
- Excellent communication skills including well-developed presentation and writing skills
- Highly developed analysis, planning and organisational skills
- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.

Desirable:

- Tertiary qualifications in Project management
- Experience working in Aged Care Assessment
- Experience working in a Public Hospital setting in Australia
- Clinical background – Registered Nurse or Allied Health Professional
- Management and / or leadership experience
- Experience with training
- Demonstrated negotiation, problem solving, and conflict management skills

REQUIRED CAPABILITIES

The Capability Development Framework applies to all The RMH employees and describes the capabilities that are needed to meet our strategic goals.

Below is a list of capabilities and the attainment level required in this position.

Capability Name

Attainment Level

Organisational savvy

Mastery

Communicating effectively

Mastery



Building relationships	Mastery
Patient and consumer care	Consolidation
Working safely	Consolidation
Utilising resources effectively	Mastery
Innovation, continuous improvement and patient safety	Mastery
Adaptability and resilience	Mastery
Integrity and ethics	Consolidation
Delivering results	Mastery
Analysis and judgement	Mastery
Developing and managing skills and knowledge	Consolidation

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
- Completion of agreed project milestones on time and on budget

CLINICAL GOVERNANCE FRAMEWORK

RMH employees have a responsibility to deliver Safe, Timely, Effective, Person-Centred Care (STEP) by:

- Fulfilling roles and responsibilities as outlined in the Clinical Governance Framework;
- Acting in accordance with all safety, quality and improvement policies and procedures;
- Identifying and reporting risks in a proactive way in order to minimise and mitigate risk across the organisation;
- Working in partnership with consumers and patients and where applicable their carers and families;
- Complying with all relevant standards and legislative requirements;
- Complying with all clinical and/or competency standards and requirements and ensuring you operate within your scope of practice and seek help when needed.

EQUAL OPPORTUNITY EMPLOYER

The RMH is an equal opportunity employer. We are proud to be a workplace that champions diversity; we are committed to creating an inclusive environment for all people. Our goal is for our people to feel safe, included and supported so that they can be at their best every single day.



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
