

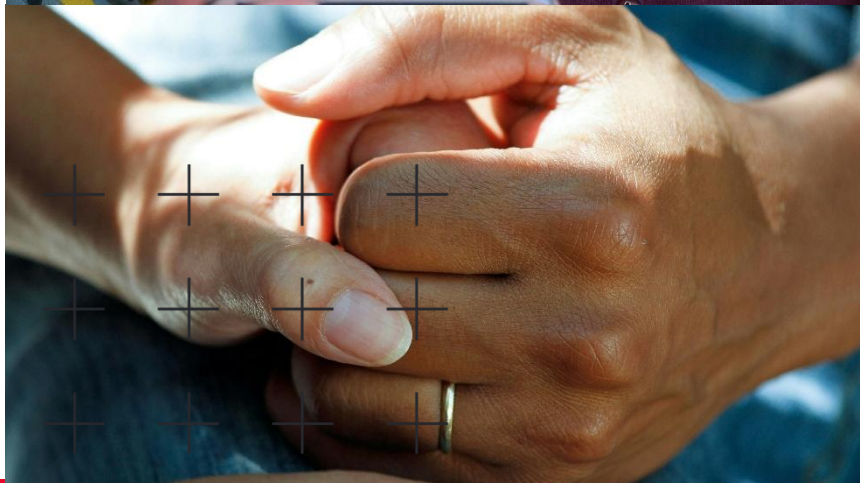


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Team Leader

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.

- 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

Assessment workforce in the North-Western Metropolitan region of Melbourne, supporting older members of

by RIMM as the Lead Provider.

review, training and quality). Team Leaders will also have a clinical component to support the team in

KEY ACCOUNTABILITIES

- ## KEY RELATIONSHIPS

External

- Department of Health (DH)
- CHSP providers
- Community based Homelessness Services
- Community Culturally Specific Services
- Community based Aged Care Services

Formal Qualifications:

- ### Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment
- Min 5 years demonstrated clinical skills in assessment, care planning and discharge planning.
- Commitment to delivering a person centred, culturally safe and accessible service.
- Excellent interpersonal and relationship management skills, and commitment to excellence in customer service
- Demonstrated skills in written and verbal handover processes.
- Professional behaviour and conduct which reflects self-initiative, confidentiality, self-evaluation and commitment to professional development.
- Ability to manage a demanding workload and effectively prioritise tasks.
- Demonstrated high level computer literacy in word processing, calendar management software and use of client data base systems.
- Participate and contribute to the planning processes, policy and procedure formulation as pertains to area of responsibility.
- Complete reports and contribute to ensuring a cycle of continuous improvement is embedded in the way services are provided
- Current motor vehicle driver's licence. travel will be required.

Desirable:

- Previous experience in leading community teams and managing performance
- Completion of MAC Learning or recognition of prior learning, Delegation training
- Training qualifications (such as Certificate IV in Training and Assessment or bachelor's degree in education, or higher.)

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- 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 annual reviews of direct reports
- Ability to understand and support performance KPIs and application to practice across the service
- Ability to manage timely documentation audits and informal and formal feedback

- 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.

- **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.

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 _____