



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Deputy Director of Medical Workforce



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:	Deputy Director of Medical Workforce
Service:	Clinical Governance and Medical Services
Location:	The RMH
Reports To:	Director of Medical Workforce
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2025–2027
Classification:	HS6
Employment Status:	Full time
Immunisation Risk Category:	Category C
Date of Review:	February 2025

POSITION SUMMARY

The Medical Workforce Unit is responsible for all key aspects of medical staff recruitment, contracting, credentialing, rostering, and management of the junior and senior medical workforce. The unit comprises of a Recruitment and Contracting team, a Doctors in Training team and a Employee Services team.

The Deputy Director of Medical Workforce will support the director to provide leadership and management to ensure the unit delivers a high level of service. This role will work closely with our key stakeholders to drive improvement and ensure smooth operations across the unit.



KEY ACCOUNTABILITIES

- Support the director to promote and encourage a high performing team and a culture of customer service and continuous improvement
- Support each team during periods of high workloads or periods of leave, as needed
- Work with key stakeholders to ensure medical workforce processes are streamlined, effective and compliant with all regulatory and legislative requirements, including relevant enterprise agreements
- Provide expert advice and support regarding medical workforce issues to key staff across RMH
- Lead improvement processes with a focus on strategic medical workforce improvements.
- Establish and maintain strong working relationships with key stakeholders including General Managers, Medical Directors and Heads of Units to ensure the existing and current medical workforce needs of RMH are met
- Work with the Medical Directors and Heads of Units to identify and implement best models for structuring and deploying both junior and senior medical workforce within individual units to ensure provision of cost effective and high-quality patient care, as directed
- Review and improve processes related to medical workforce contractual arrangements, including Private Practice Agreements
- Oversee and ensure all secondment agreements are in place and current
- In conjunction with the Medical Workforce – DIT Manager, be a key contact for our secondment sites
- Oversee and manage relevant financial arrangements, including for doctors on external rotation
- Contribute to relevant business cases to ensure the planned medical workforce is appropriately considered including support staff.
- Participate in the after-hours telephone on call roster
- 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
- 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.
- Undertake other tasks relevant to medical governance as directed by the Director of Medical Workforce and Education



KEY RELATIONSHIPS

Internal

- Director of Medical Workforce
- Medical Workforce Manager – DIT Ops
- Medical Workforce Manager – R&C
- Medical Workforce Manager - ESO
- Chief Medical Officer
- Deputy Chief Medical Officers
- Medical Directors
- General Managers
- Heads of Units
- Supervisor of Intern Training
- Director of Clinical Training
- Director of People & Culture
- Workplace Relations

External

- PMCV
- Relevant Colleges
- Secondment Hospitals
- VHIA
- AMA
- AHPRA
- DOHA

KEY SELECTION CRITERIA

Formal Qualifications:

- Tertiary qualification in HR, Business Management, or a Health discipline

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Highly developed experience in leading a team and building a culture of continuous improvement
- Outstanding communication and organisational skills
- Ability to build rapport, negotiate and maintain effective relations with key stakeholders
- Working knowledge and understanding of workforce issues in the hospital setting, ideally in public health
- Strong analytical skills and demonstrated ability to use data to inform process and strategy
- Excellent verbal and written communication skills.
- Mandatory Working with Children's check, Police check and Immunisation assessment

Desirable:

- Demonstrated experience and understanding of medical workforce management ideally within a public health setting
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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
 - Successful completion of required mandatory training activities, including training related to the National Standards
 - Participation in the development and implementation of the annual Melbourne Health and portfolio specific business planning process (if required)
 - Ability to operate within allocated budget (if required)
 - Achievement of Melbourne Health and portfolio specific KPI targets as they apply to your area of responsibility
 - Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure all your direct reports have an individual development and work plan including an annual review
 - Ability to take accountability for all reasonable care to provide a safe working environment within your area of responsibility and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity.
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- 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 _____