

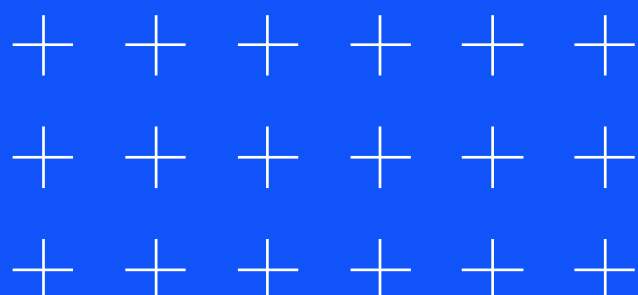


**The Royal  
Melbourne  
Hospital**

**Advancing  
health  
for everyone,  
everyday.**

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Genetic Counsellor Lead / Senior  
Genetic Counsellor**

---

## 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

<b>Position Title:</b>	Genetic Counsellor Lead / Senior Genetic Counsellor
<b>Service:</b>	Genomic Medicine & Parkville Familial Cancer Centre
<b>Location:</b>	RMH City Campus
<b>Reports To:</b>	Director, Parkville Familial Cancer Centre and Genomic Medicine
<b>Enterprise Agreement:</b>	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2021–2025
<b>Classification:</b>	Genetic Counsellor G5 (WW16)
<b>Employment Status:</b>	Full Time Ongoing
<b>Immunisation Risk Category:</b>	Category A
<b>Date of Review:</b>	September 2025

- The Department of Genomic Medicine and Parkville Familial Cancer Centre (FCC) provides a range of services to assist individuals in adjusting to and managing a genetic diagnosis and high familial cancer risk. There are over 25 Genetic Counsellors in the service.
- The Adult Genetics service provides specialty clinics including Cardiology, Endocrinology, Ocular, Immunology, Neurology, and Renal Genetics as well as other specialty clinics. The service works in close partnership with Melbourne Genomics and currently provides clinics for a number of flagships.
- The FCC service provides risk assessment clinics for both metropolitan and regional patients, as well as specialist programs including risk management, ongoing care for gene carriers, and mainstream genetic testing. Regional services include Bendigo, Geelong, Mildura and Warrnambool.
- In June 2016 a single Parkville FCC was formed bringing together the previous Royal Melbourne and Peter MacCallum FCCs to deliver the vision of the Victorian Comprehensive Cancer Centre. The VCCC has enabled the co-located hospitals in Parkville to work closely together and share expertise in clinical care, research and education to improve outcomes of cancer patients.
- The Genetic Counsellor Lead is responsible for managing and leading the Genetic Counsellor workforce and clinical care they deliver across the whole service. The Genetic Counsellor Lead will oversee all aspects of Genetic Counselling in the department, providing clinical and professional leadership for both Genetic Counsellors and Intake assistants. The Genetic Counsellor Lead will also manage a clinical caseload, supervision, service development and quality assurance initiatives.
- The position is supported by the Director of Genomic Medicine/Parkville FCC, an Operations manager and a team of senior (Gr4) genetic counsellors

## KEY ACCOUNTABILITIES

### The Genetic Counsellor Lead has direct responsibility and authority in the following areas:

- Provide leadership and management to the Grade 4 genetic counselling team, Associate and Certified Genetic Counsellors and Intake Assistants.
- Work with the Operations Manager and Professional Leads to support the Director, as a member of the Leadership Group.
- Provide training and supervision of Associate Genetic Counsellors, genetic counselling students and other trainees in collaboration with academic institutes, Royal Melbourne Hospital, Peter Mac and other Health Services.
- Manage workplace issues including workplace recruitment and retention
- Develop genetic counselling services in conjunction with the Director and the Leadership Group.
- Oversee coordination of genetic clinics provided by the service.
- Foster excellence in research, professional activities and education.
- Facilitate genetic counselling professional development activities.
- Provide expert genetic counselling to patients and their families.
- Promote the service as a national leader in cancer genetic counselling.
- Contribute to the goals of the Precinct Partners by developing and achieving goals within Adult Genetics and the Parkville FCC.

### Other accountabilities:

- 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 and PMCC 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.
- 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.

## KEY RELATIONSHIPS

### Internal

- Director
- Operations Lead
- Professional Leads
- Adult Genetics and FCC staff including clinicians, genetic counsellors, associate genetic counsellors, Intake assistants and admin staff

### External

- Other clinical genetics services and FCCs in Australasia
- Department of Health and Human Services
- Patients and their families
- Referring clinicians and hospitals
- Other Genetics Services and pathology laboratories

## KEY SELECTION CRITERIA

### Formal Qualifications:

- Minimum two years post Part 2 Certification in Genetic Counselling by the Human Genetics Society of Australasia, or International qualification recognised through reciprocal arrangement with HGSA

### Essential:

- Experience in managing a service area of a hospital
- Experience in providing leadership and significant contribution to the clinical activities of a health service.
- Experience in leading a diverse clinical team
- Demonstrated capacity to develop and deliver a strategic vision
- Involvement in education and quality assurance activities in the area of Genetics / Familial Cancer
- Excellent interpersonal and communication skills
- Excellent time management skills with focus on attention to detail.

### Desirable:

- 5 years post Part 2 Certification in Genetic Counselling by the Human Genetics Society of Australasia or an International qualification recognised through reciprocal arrangement with HGSA
- Involvement in Genetic Counselling professional activities
- Involvement in research activities
- Previous experience in the supervision of Genetic Counsellors
- Previous experience in the education and training of Genetic Counsellors and training of staff in other disciplines.
- Previous experience in leading change within a clinical service.
- Formal training in leadership and management.



---

## 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
- 

## 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, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- 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

---