

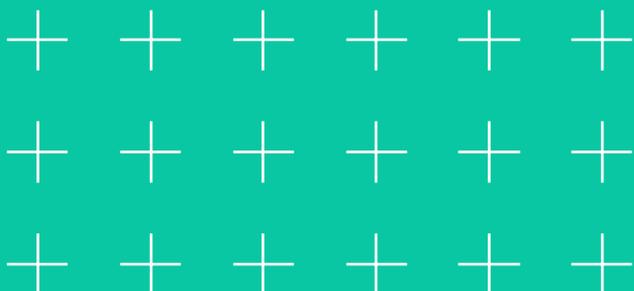
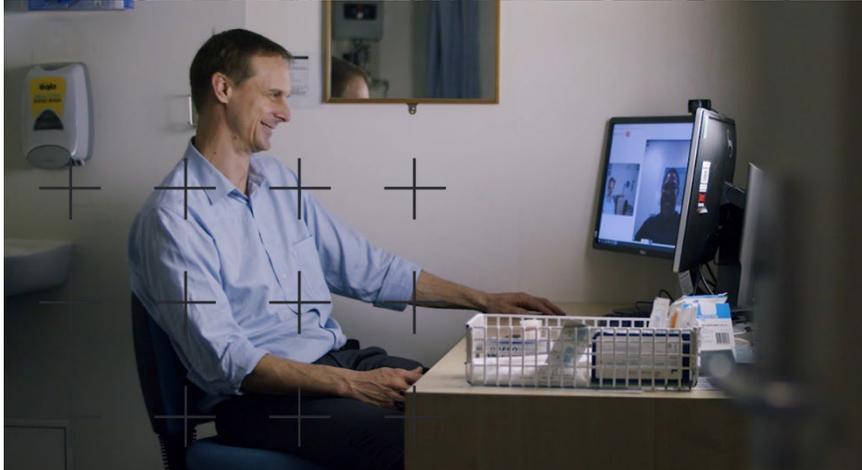


**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, every day.

**Could this be you?**

**Join the Royal  
Melbourne  
Hospital team**



**Position Description**

**General Manager Mental Health  
Services**



## 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

- Provide strategic leadership and operational management of RMH Mental Health Services to ensure the delivery of safe, timely, equitable, and person-centred care.
- Support senior and emerging leaders to deliver holistic, high-quality care aligned with the six RMH Mental Health Services Practice Domains.
- Ensure services are clinically safe, sustainable, and future-focused, while meeting all legislative, regulatory, and accreditation requirements.
- Ensure compliance with Department of Health access policies, guidelines, and RMH policies and procedures.
- Strengthen partnerships with Lived Experience leaders and embed co-design as a core principle across all service development and improvement initiatives.
- Lead strategic and capital planning and service development to ensure appropriate bed capacity, infrastructure, and resources meet current and future demand.
- Provide executive leadership and direction to the Victorian Collaborative Centre for Mental Health and Wellbeing as the lead clinical partner.
- Represent RMH Mental Health Services as a member of the consortium executive for Transforming Trauma Victoria.
- Champion trauma-informed leadership and oversee development of programs that enhance cultural safety, particularly for First Nations peoples and LGBTIQ+ consumers.
- Foster a strong culture of translational research through partnerships with universities and investment in Department of Health and externally funded research initiatives.
- Identify and advance opportunities for collaboration with precinct partners, community providers, and other stakeholders to expand clinical services, research activity, and innovation that deliver clinical, strategic, and financial value.
- Build workforce capacity and capability to meet performance standards, with effective succession planning for key leadership roles.
- Monitor and improve the cost-effectiveness of services and programs, initiating actions to enhance productivity, sustainability, and service quality.
- Oversee the preparation of service activity, quality, and performance reports for the Department of Health, RMH Executive, and Board.
- Ensure strong clinical and corporate governance, financial management, risk management, and compliance frameworks, promoting continuous learning and timely responses to incidents, safety issues, and consumer and staff feedback.
- Lead the management, monitoring, and continuous improvement of patient flow, access, and demand across Mental Health Services and RMH more broadly.
- In partnership with other General Managers and the Emergency Manager, ensure robust major incident, emergency response, and business continuity plans are in place and effectively enacted when required.
- Act as a visible role model and mentor by exemplifying *The Melbourne Way* values and overseeing a strong health, safety, and wellbeing framework within the Service.
- Provide strategic leadership and advice to planning initiatives that span the full continuum of care, addressing the mental health needs of the local population and broader community.
- 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.
- Participate in the RMH Executive on-call roster.



## KEY RELATIONSHIPS

### Internal

- Chief Operating Officer
- RMH Executive
- Medical Director
- Nursing and Operations Director
- General Managers from other Services
- Nurse Unit Managers
- Heads of Unit
- Operational support services including:
  - Finance and Logistics
  - People, Culture and Communications
  - Quality and Improvement
  - EMR
- Staff and Volunteers at all Sites

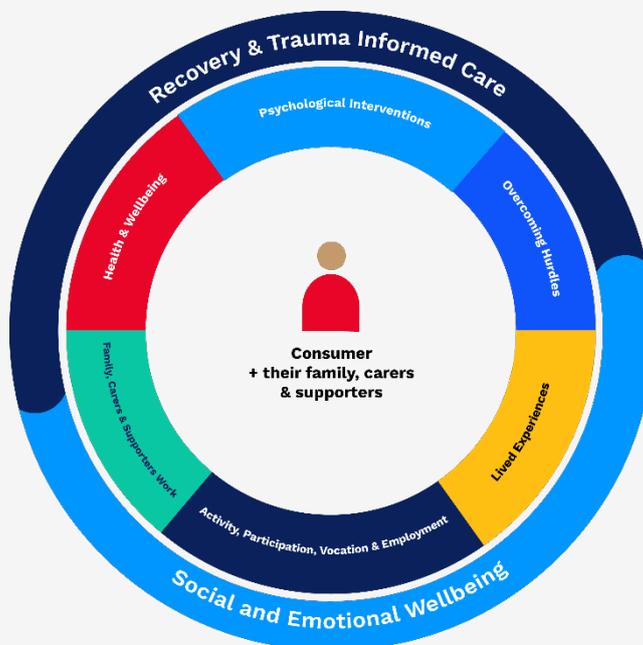
### External

- Precinct Partners
- Community Care Providers
- Department of Health
- Community Mental Health/Drug and Alcohol service providers
- Victorian Collaborative Centre for Mental Health and Wellbeing
- Transforming Trauma Victoria
- Metropolitan & Rural Victorian Hospitals
- Universities and Educational Institutions
- Research Partners
- Australian Practitioner Regulation Agency
- Professional Associations and industrial bodies
- Office of the Chief Psychiatrist
- Local government and non-government health care providers
- Victorian emergency services
- Primary Health care partners
- Specialist Mental Health Service providers





## Core Practice Domains

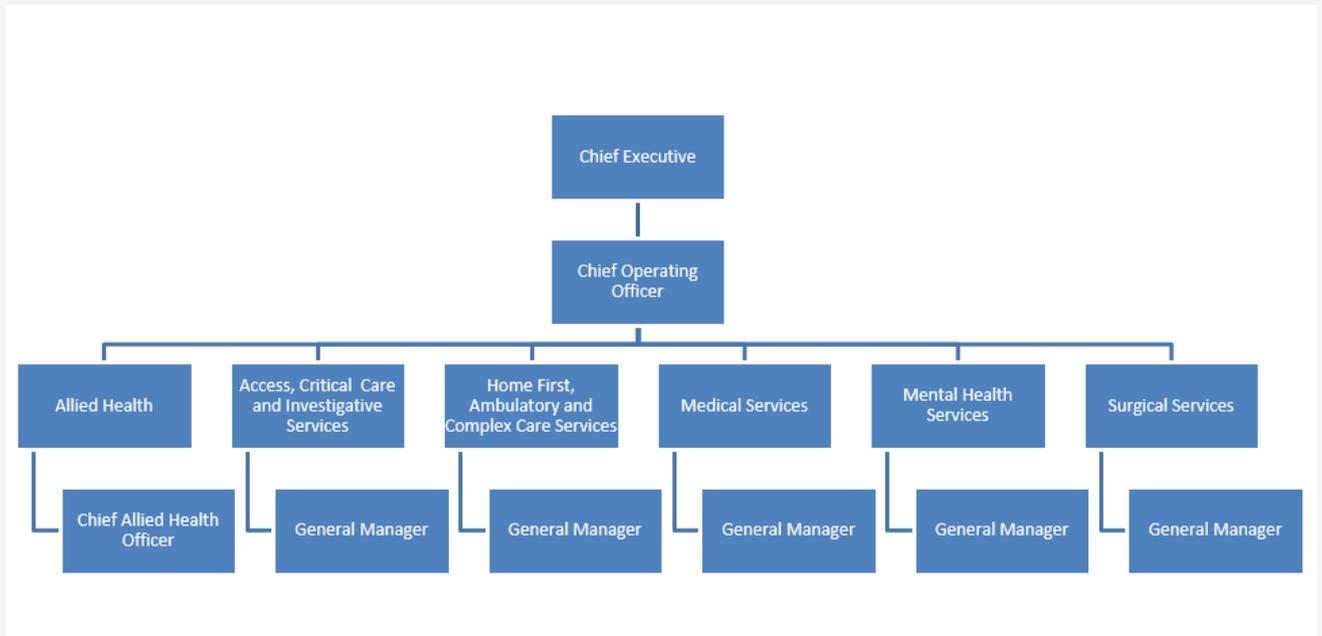


## Community Core and Specific Evidence-Based Practice

Psychological Interventions	Family, Carers and Supporters Work	Health & Wellbeing	Activity, Participation & Employment	Lived Experiences	Overcoming Hurdles
Early Warning Signs & RWP discussion	Initial Conversation with Family/Carer	Physical health screening	Initial Conversation about activity, participation and vocation	Initial Conversation about consumer peer support	LSI-R:SV
CBT Fundamentals	Family/Carer Fundamentals	Physical health conversations	APQ6	Initial Conversation about family, carer and supporters peer support	SUBA
	Family Violence Screen	Physical health assessment	Sensory Approaches		AOD Harm Minimisation
CBT for Psychosis		Metabolic monitoring		PeerZone	AOD Relapse Prevention
Acceptance & Commitment Therapy (ACT)	Single Session Family Consultation	Medication safety, education & advocacy	Activity Engagement	Consumer led inpatient groups	Specialist Supportive Clinical Management for Eating Disorders
Therapies for Borderline Personality Disorder	Multiple Family Group		Therapeutic Activity Groups	Consumer Peer Support-led Community Groups	Forensic Risk Management Planning
CBT for co-morbid Anxiety & Depression	Family Therapy	Equally Well Physical Health Program	Vocation and Employment Support	Individual Consumer Peer Support	Forensic Risk Reduction Treatment
Be Well Live Well - Early Warning Signs Relapse Prevention Program	FaPMI Programs	Medication Alliance	Sensory Assessment & Interventions	Family Peer Support-led Groups	AOD Motivational interviewing
	Family Violence Assessment (MARAM)	QUIT Program	Driving Assessment	Individual Family, Carer & Supporters Peer Support	Refer to Detox
					Autism Consultation and Evaluation Services (ACES)



## Organisation structure





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**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.

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**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.

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Employee Signature

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Employee Name (please print)

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Date

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