

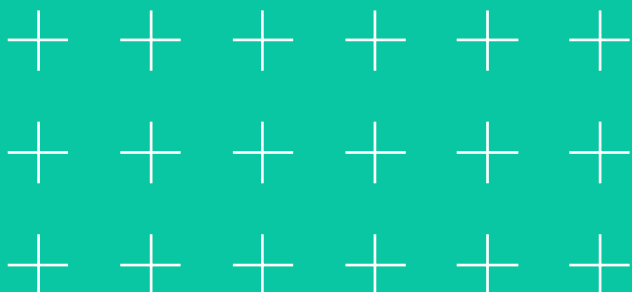


**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, every day.

**Could this be you?**

**Join the Royal  
Melbourne  
Hospital team**



**Position Description**

**Mental Health Service. Older Adults  
Program Manager**



## 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





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during business hours and appoint cover during leave. Provide a comprehensive Clinical Handover to the Northern's treating team before a Consumer's admission to the facility.

This is a fixed term position until the 06/11/2026 (Long Service Leave cover) based at Waratah Clinic in Moonee Ponds.

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## KEY 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 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.
- Oversight and administration of the team budget
- Ensure the allocation of work.
- Provision of quality consumer-focused care.
- Timely and effective management of critical incidents and emergency situations.
- Workforce planning, performance review and management across the team.
- Ensuring compliance with departmental and organisational key performance indicators (KPIs)
- Promoting and supporting the Professional development of staff.
- Initiating, leading and supporting appropriate service improvement activities.
- Collection of appropriate data and analysis to improve outcomes.
- 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.
- In partnership with the lead Consultant Psychiatrist, the Program Manager is responsible for clinical standards related to the team.
- Any other projects, duties or tasks as required.

Role of RMH Older Adult Program Liaison between RMH and NH includes but not limited to:

- Developing and maintaining positive working relations with key stakeholders and partners.
- Ensure the accurate recording and reporting of incidents occurring at team level into VHIMS.
- Developing and updating admission policies and forms
- Tracking ward bed status
- Facilitate admissions between RMH and NH
- Collating and sending referral documents to NH
- Acting as a point of liaison between RMH and NH



## KEY RELATIONSHIPS

### Internal

- MHS General Manager
- Director of Community Operations
- Clinical Director Community Mental Health Service
- Lead Consultant Older Adults
- Community Team Managers
- Community Team Leaders
- Discipline Seniors
- Evaluation and Service Improvement Co-ordinator
- Health Information Manager
- Executive Assistant to Director of Community Operations and MHS General Manager
- Administration Staff
- Director Consumer Lived Experience Workforce
- Deputy Director Consumer Lived Experience Workforce.
- Director Carer Lived Experience Workforce
- Deputy Director Carer Lived Experience Workforce
- Carers/Families
- Mental Health Inpatient Unit
- Multidisciplinary Team

### External

- RMH MHS Executive Support Unit – Finance
- People and Culture
- Quality Planning and Innovation
- Triage Including Manager
- Facilities Manager
- Office of the Chief Psychiatrist
- Housing Services
- Employment Services
- Emergency Services
- Acute Health
- Pharmacies
- Non – Government Agencies
- Primary health Providers
- NDIS
- ACAS
- My Aged Care
- General Practitioners
- Residential Care Facilities.
- Department of Health
- Alcohol and other Drugs Services





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- Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts
  - Enjoyment of and proven ability to work as part of a team
  - A current Victorian Driver's Licence, and ongoing ability to use this form of transport

**Desirable:**

- Aboriginal and Torres Strait Islanders are highly encouraged to apply
- Experience in working with ACCHO and Aboriginal Communities and Families
- Ability to speak a community language.
- Relevant postgraduate qualification in areas of specialist practice

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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
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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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