



**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Administration Officer

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.

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 Title:	Administration Officer
Service:	Substance Use and Mental Illness Treatment Team (SUMITT)
	RMH Parkville
Location:	Team Leader - SUMITT
Reports To:	Victorian Public Mental Health Services Enterprise Agreement
Enterprise Agreement:	2020-2024
Classification:	Admin Officer Grade 2
Employment Status:	Full-time
Immunisation Risk Category:	Category C
Date of Review:	October 2024

The Administration Officer is a major part of the team who will contribute to the cohesive and efficient running of the RMH Substance Use and Mental Illness Treatment Team (SUMITT). The position is primarily responsible for the development and implementation of systems and processes for the collecting, recording, and reporting of clinical data including spreadsheet and database administration. The incumbent is also responsible for providing administrative assistance to the Team Leader, medical, and clinical staff as necessary.

SUMITT is a specialist program of RMH MHS. The aim of SUMITT is to provide high quality services to individuals who have co-occurring mental health and substance-related disorders and build the capacity of the mental health and alcohol and other drug services to provide evidence based accessible and integrated treatment and care to these consumers and their carers. We do this by providing clinical primary, secondary and tertiary consultations.

While based RMH MHS Parkville, there is an expectation that the successful applicant will also provide administrative support for other RMH MHS programs as directed.

- 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.
- Maintain good interpersonal relationships with clinical staff, visitors and other network staff.
- Collate and update area based resources and information and make it available to all staff members.
- Develop and implement systems to compile relevant reports within parameters provided by the Team Leader.
- Monitoring of
 - Order stationary and office related items to ensure maintenance of appropriate stock levels.
 - Maintain records and the issue of swipe cards/access key to work area.
 - Provide spreadsheet training in conjunction with clinical staff to relevant team members.
 - Ensure Triage Manual is updated regularly to reflect current practice system and processes.
 - Ensure IT systems are operational and meet requirements, and that any malfunctions are promptly addressed.
 - Coordinate and minute meetings as directed by the Team Leader.
 - Maintain and update equipment and asset register.
 - Undertake OH&S audits as directed by the Team Leader
 - Assist in the preparation of & participate in Planning Day activities

Internal

- SUMITT
- RMH MHS
- Royal Melbourne Hospital

- Department of Health
- Non-Government Organisations
- Consumers, families and carers

- Formal Qualifications
- Diploma or Degree in, Business, Administration, Event Management or other relevant qualification
 - Essential:
- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.

- ## KEY PERFORMANCE INDICATORS

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Demonstrated implementation of continuous improvement processes for ensuring that the unique nature of the clinical work of SUMITT is recorded and able to be reported within parameters set by the SUMITT Team Leader,
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

- 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.
- 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 respect to the Traditional Owners of the lands on which we work, and we stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are dedicated to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination.
- **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 _____