The Royal Melbourne Hospital

Advancing health for everyone, everyday.

Could this be you?

Join The Royal Melbourne Hospital Team









Position Description

Medical Scientist – Grade 4

The Royal Melbourne Hospital

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.

Together 2035 - Our 10 year ambition positions the organisation to have a meaningful impact. Acknowledging the need for ability, adaptability and failing fast, it is assumed throughout this strategy cycle that nothing will stay stagnant. We will continuously strive fro excellence in health - through data insights, the latest research, responding to community sentiment, and global trends and importantly the views, needs and feedback of patients, consumers, carers and community.

Strategic Pillars
Redesigning Together - We are redesigning world-class care
Thriving Together - We are thriving through inspiration & curiosity
Innovating Together - We are leading research excellence for clinical impact

Strategic Drivers
Systems Thinking
Digital Intelligence
Performance & Sustainability

The Royal Melbourne Hospital

Position Description

Position Title:	Medical Scientist Grade 4
Service:	Public Pathology Victoria – Melbourne Health
Location:	Pathology Department, Royal Melbourne Hospital, City Campus
Reports To:	Principal Scientist and Head of Department
Enterprise Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2021–2025
Classification:	RZ5 – RZ7
Employment Status:	Full Time Permanent
Immunisation Risk Category:	Category A
Date of Review:	October 2026

POSITION SUMMARY

The Grade 4 Scientist, in consultation with the Head of Department (HOD) and Principal Scientist is responsible for the efficient operation of the laboratory.

Major responsibilities include:

- The organisation and supervision of the scientific work within the laboratory including automated, immunoassay, immunology, special chemistry and mass spectrometry laboratory.
- Ensuring staff availability to maintain continuous laboratory service and if necessary participating in laboratory work.
- Ensuring staff are adequately trained and competency is maintained. This includes training in test procedures, equipment maintenance, quality control and occupational health and safety responsibilities.
- Performing the practical human resource tasks relevant to staff in his/her designated area, including recruitment, roster management and payroll requirements.
- Acting as a deputy to the principal scientist and, if required, in their absence taking on the roles and responsibilities of the principal scientist.
- Participating in research activities and supervising staff involved in research activities. The research activities can include, but not limited to, laboratory quality improvement projects, student research projects, and other collaborative scientific projects
- Ensuring the work of the laboratory service meets the criteria defined by NATA and NPAAC as required for Pathology accreditation and by Melbourne Health Pathology Management with regard to timeliness, cost and quality.

- Ability to take accountability for all reasonable care to provide a safe working environment within the area of responsibility and ensure compliance with OH&S, anti-discrimination, equal opportunity & other legislative requirements.

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.
- Demonstrate high level clinical and scientific expertise
- Ensure professional competence is retained and expanded by personal continuing scientific education 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.
- Assist the work of the laboratories in all areas, including, teaching, research and development, as directed by the Principal Scientist and Head of Department.
- Participate in the development and validation of new tests, methods and equipment as directed.
- Respect that the RMH is a smoke-free environment.
- As a senior staff member, provide positive, effective leadership within area of responsibility
- Complete NATA accreditation requirements
- 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.
- Demonstrate ability to prioritise, multitask and meet deadlines
- 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.
- Support and develop potential areas of improvement within the service.
- Support initiatives for process change where the outcome is improved efficiency and cost reduction.

KEY RELATIONSHIPS

Internal

- Biochemistry Staff – Scientific & Medical
- Pathology Operations Directors
- Pathology Department Staff

External

- Clinical Staff
- External Hospital Staff
- RMH Patients
- Clients & Customers

KEY SELECTION CRITERIA

Formal Qualifications:

- A bachelor degree in science or in applied science.

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- At least 10 years' experience in a tertiary hospital or private biochemistry GX classified laboratory.
- Previous experience in laboratory management or staff supervision.
- Experience with human resource management.
- Commitment to customer focused service.
- Capacity to perform under pressure, to meet time constraints and determine work priorities.
- Ability to work both individually and as part of a team.
- Well-developed written and oral communication skills.
- A willingness to undertake tasks to improve efficiency
- Excellent organisational, problem solving and leadership skills
- Understanding of pathology accreditation requirements including quality management systems.
- Understanding of occupational health and safety principles

Desirable:

- At least one higher qualification in a relevant field, such as a masters degree, MAACB, FAIMS or equivalent
- High level computer skills including Microsoft and ‘R’ applications
- Affiliation with a professional body (AACB, AIMS, ASM etc)
- Financial management skills including responsibility for financial reporting against budget

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 take accountability for all reasonable care to provide a safe working environment within your area of responsibility and ensure compliance with legislative requirements concerning Health safety and wellbeing, anti-discrimination, and equal opportunity.
- 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);
- 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, 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.

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