The Royal Melbourne Hospital









Advancing health for everyone, everyday.

Could this be you?

Join The Royal Melbourne Hospital Team

Position Description

Molecular Genetics Medical Scientist
Grade 1/2

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

PUBLIC PATHOLOGY VICTORIA (PPV)

Through Public Pathology Victoria (PPV), the pathology services of The Royal Melbourne Hospital, Peter MacCallum Cancer Centre, The Royal Women's Hospital and The Royal Children's Hospital have come together as the founding members of a single integrated pathology network.

The PPV integration marks a significant milestone in strengthening the scope, scale and reach of public pathology services for the benefit of all Victorians.

As PPV continues to evolve, it is positioning itself as a leading centre of excellence in pathology, driving clinical innovation, research, education and service excellence. The network has been designed to support future expansion, with additional pathology services able to join over time, further strengthening a connected statewide pathology system and improving health outcomes across Victoria.

This role will contribute to shaping and supporting the future of this leading statewide pathology service.

The Royal Melbourne Hospital

Position Description

Position Title:	Molecular Genetics Medical Scientist Grade 1/2
Service:	Access, Critical Care and Investigative Services
Location:	The RMH Parkville
Reports To:	Senior Genomics Clinical Scientist
Enterprise Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2021–2025
Classification:	Medical Scientist Grade 1/2 (RX2-RY7)
Employment Status:	Full-Time or Part-Time Permanent
Immunisation Risk Category:	Category A
Date of Review:	May 2026

POSITION SUMMARY

A junior medical scientist working within the Molecular Genetics laboratory. The main duties of this role will encompass a range of scientific and technical aspects required to maintain the daily operation of the laboratory. Tasks will include handling of biological specimens & referrals, conducting various molecular assays (e.g. DNA extraction, PCR, Sanger sequencing), and curation of genetic variants to determine their impact in human disease.

The Victorian Department of Health has endorsed an initiative to restructure existing public pathology by bringing together laboratories into pathology networks operating under a lead health service. Pathology services from the Royal Melbourne Hospital, Peter MacCallum Cancer Centre, the Royal Women's Hospital and the Royal Children's Hospital will transition to a single pathology service. This creates an exciting opportunity to strengthen the scope, scale and reach of pathology services across the Parkville precinct to benefit all Victorians. This role will be part of the new centre of excellence that will be led by Melbourne Health.

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.
- Ensure patient confidentiality is always maintained
- Participate in all activities required to maintain NATA/RCPA accreditation, including NPAAC & TGA requirements.
- Participate in training and competency in required procedures, systems, and workflows.
- Monitor the performance of tests according to quality control requirements and accuracy of results.
- Report all risk management issues to senior scientists in Molecular Genetics.
- Ensure effective controls are in place and quality incidents are recorded, investigated and corrective actions implemented in consultation with senior scientists in Molecular Genetics.
- Participate in quality assurance programs as directed by senior staff.
- Ensure all laboratory supplies are in stock for continued service provision.
- Participate in departmental continuing education sessions.
- Participate in new test development as directed by senior staff.
- Participate in the broader Pathology service.
- Contribute to daily planning of assigned work, including the maintenance of essential equipment required for genetic testing, and report back any hazards or non-conformances.

KEY RELATIONSHIPS

Internal

- Molecular Genetics senior staff and HOD
- Genomic Medicine staff
- MH Pathology staff
- Public Pathology Victoria

External

- External pathology providers
- External clinical consultants

KEY SELECTION CRITERIA

Formal Qualifications:

- Bachelor of Science (Medical Laboratory Science, Molecular Biology, or equivalent).

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Commitment to delivering a patient focused service
- Demonstrated effective & clear written and oral communication skills whilst working in a team
- Demonstrated ability to perform under pressure
- Ability to prioritise tasks to meet reporting deadlines
- Willingness to undertake tasks to improve efficiency

Desirable:

- Experience in Polymerase Chain Reaction (PCR) assays & gel electrophoresis
- Experience in handling Pathology approved clinical trial work
- Experience in using a Pathology Laboratory Information System (LIS)
- Experience in using a Pathology Quality Management System (QMS)
- Experience with Microsoft Word and Excel

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
- Ability to learn and adapt to new technologies and procedures

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