

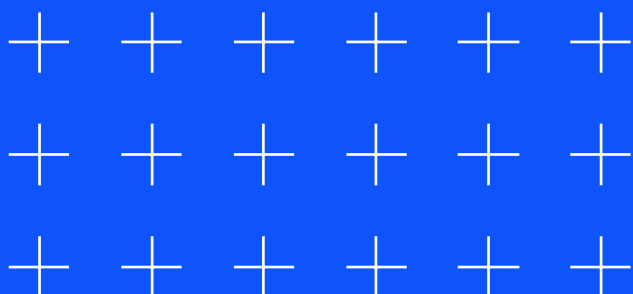


**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Personal Assistant to Chief
Pathologist, Chief Paediatric and
Perinatal Pathologist and General
Manager Pathology**

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.

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The role of the Personal Assistant is to provide secretarial and administrative support to the Chief Pathologist, Chief Paediatric and Perinatal Pathologist and General Manager Pathology within Public Pathology Victoria at the Royal Melbourne Hospital. The role encompasses a broad range of individual functions that are essential to support the smooth running of the Department.

DEPARTMENT DESCRIPTION

Personal Assistant to Chief Pathologist, Chief Paediatric and Perinatal Pathologist and General Manager Pathology | Public Pathology Victoria – Melbourne Health | August 2026 4/8

- 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.
- Responsible for the overall smooth running of the office and administrative functions
- Provide diary and email management and administrative support to the Chief Pathologist, Chief Paediatric and Perinatal Pathologist and General Manager for meetings including the organisation of papers and materials, room bookings and catering (if required)
- Provide secretariate duties for PPV Governance meetings as required including timely development of agendas, papers, clear and accurate minutes, recording and tracking of all action items
- Raise Purchase Orders in the Finance management system for approval
- Management of PPV files and documentation
- Strong stakeholder engagement across the Parkville Precinct
- Build and maintain strong relationships with other EAs/PAs across the precinct as well as within RMH
- Identify opportunities for process improvement and implement appropriate solutions
- Coordinate PPV Staff Forums/Town Halls
- Support recruitment and hiring processes including scheduling of interviews and subsequent onboarding processes when required
- Organisation of travel when required
- Provide other duties as requested

Internal

- ## External

- EAs across the Parkville Precinct
- External stakeholders
- Other Health Services, LHSN, Networks

Essential:

- Desirable:**

- Previous administration experience in health

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

- 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 _____