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

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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

The Royal Melbourne Hospital

Position Description

Position Title:	Personal Assistant to Chief Pathologist, Chief Paediatric and Perinatal Pathologist and General Manager Pathology
Service:	Public Pathology Victoria – Melbourne Health
Location:	The RMH Parkville
Reports To:	Chief Pathologist
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2025-2027
Classification:	HS3
Employment Status:	Full Time Ongoing
Immunisation Risk Category:	Category C
Date of Review:	August 2026

POSITION SUMMARY

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.

The Personal Assistant will be required to perform directed tasks at a high level, have excellent organisation and time management skills and be able to prioritise and clarify important issues around scheduling for the Chief Pathologists and General Manager. The position will handle a variety of complex and confidential situations which require a high level of maturity of judgement, discretion and confidentiality including strict confidentiality around information regarding patients and their pathology findings and reports.

DEPARTMENT DESCRIPTION

A new Public Pathology Network Service is being established — one of only two such networks in Victoria — bringing together pathology services across the Parkville Precinct to deliver coordinated, research-informed, and patient-centred care. This new model will enhance access, consistency, and quality in public pathology service delivery, supporting better outcomes for patients, clinicians, and partner health services.

Led by the Royal Melbourne Hospital, the Network will operate in close collaboration with The Royal Women's Hospital, The Royal Children's Hospital, Peter MacCallum Cancer Centre, and future public health service partners. It will be enabled by a state-of-the-art Laboratory Information System and a shared clinical governance framework that supports safe, integrated, and high-performing services across all network sites.

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.
- 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

KEY RELATIONSHIPS

Internal

- PPV Leadership Team
- Pathology Leaders and staff
- RMH Senior Stakeholders
- RMH Executive Assistants/Personal Assistants/Administration Assistants
- Finance Manager
- P&C Business Partners
- Medical Workforce
- Other administrative and corporate teams as relevant

External

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

KEY SELECTION CRITERIA

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment
- Previous experience in a similar role
- Excellent attention to detail
- A high level of secretarial and organisational skills with strong time management skills and the ability to manage competing priorities in a high volume work environment
- Excellent written and verbal communication skills with the ability to communicate effectively and sensitively at all levels, maintaining high levels of confidentiality and discretion
- The ability to build exceptional and effective working relationships with both internal and external stakeholders across all levels
- Strong computer skills including Microsoft Office 365 Suite.
- Significant skills and experience in secretarial, clerical, records management, minute taking and filing
- Demonstrated ability to exercise initiative and judgement, work semi autonomously, independently and consistently by prioritising own workload and handling multiple tasks

Desirable:

- Previous administration experience in health

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

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)

The Royal Melbourne Hospital

Date