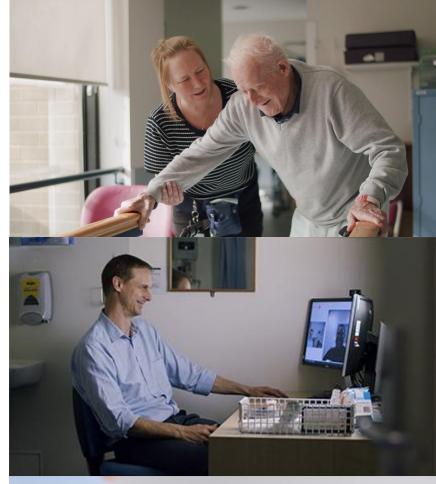
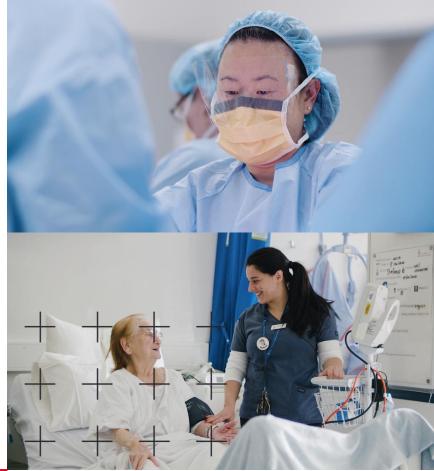


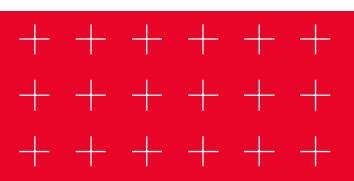
# Advancing health for everyone, everyday.

Could this be you?

Join The Royal Melbourne Hospital Team







**Position Description** 

Project Manager – Clinical Coding Solution





### 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



Lead with Kindness



Together

**Excellence** 



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.

Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

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





# **Position Description**

Position Title: Project Manager – Clinical Coding Solution

Service: Royal Melbourne Hospital – Information and

Performance

Location:

The Royal Melbourne Hospital City Campus Parkville

Reports To:

RMH Director Information and Performance

Enterprise Agreement: Allied Health Professionals (Victorian Public Health

Sector) Single Interest Enterprise Agreement 2021–2026

OR Health and Allied Services, Managers and

Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025

Classification: Administrative Officer Grade 8, Year 1 – 5 (AO81 –

AO85) OR Managers and Administrative Workers Grade

5, Year 1 (HS5)

Category C

Employment Status: Full Time, Fixed Term

**Immunisation Risk** 

Category:

Date of Review: September 2025

### **POSITION SUMMARY**

The Project Manager – Clinical Coding Solution will lead and be responsible for the successful implementation of the Computer Assisted Coding software for the Clinical Coding Services at Royal Melbourne Hospital, Royal Women's Hospital and Peter MacCallum Cancer Centre.

This is a pivotal role leading a transformational project ensuring there is seamless integration with the Epic Electronic Medical Record (EMR) and the Patient Administration System (PAS), meeting business needs and organisational strategic priorities while continuing to expand the digital health maturity through the adoption of digital solutions in the Parkville Precinct.

The Project Manager will be responsible overseeing all aspects of the implementation process, from project planning, stakeholder engagement, training and change management.

You will develop comprehensive project plans, establish clear milestones, and monitor progress to ensure timely delivery of key objectives. The Project Manager will be the main point of contact for internal and external stakeholders, facilitating communication, managing expectations, and addressing any issues or risks that may arise.

Reporting to the RMH Director of Information and Performance, the Project Manager – Clinical Coding Solution will work collaboratively with Health Information Services at RMH, Peter Mac and the Women's.





A brief description of each Health Service is outlined below.

### Peter MacCallum Cancer Centre (PMCC)

The Peter MacCallum Cancer Centre is a world leading cancer research, education and treatment centre, and Australia's only public health service solely dedicated to caring for people affected by cancer. Peter Mac has more than 3,300 employees, including more than 750 laboratory and clinical researchers across four different research areas – laboratory, clinical, translational, health services and implementation research. Across five sites in Victoria, Peter Mac provides treatment for about 40,000 people with cancer each year. Peter MacCallum

### **Royal Melbourne Hospital (RMH)**

As the oldest and one of the largest hospitals in the state, with more than 10,000 staff, RMH has a track record of excellence in research, education and care providing a comprehensive range of specialist medical, surgical, and mental health services, as well as rehabilitation, aged care, outpatient, and community programs. The RMH is a designated state-wide provider for services including trauma, Stroke, Cardiology and Renal and we lead centres of excellence for tertiary services in several key specialties including neurosciences, nephrology, surgical oncology, cardiology, and virtual health.

### Royal Women's Hospital (RWH)

The Royal Women's Hospital is Australia's first and largest specialist public hospital dedicated to improving and advocating for the health and wellbeing of women and newborns. Over two campuses, the RWH provides both primary and tertiary care for women and babies. The Parkville site is a tertiary hospital providing specialist care and a leading teaching hospital internationally recognised for its medical research and innovation.





### **KEY ACCOUNTABILITIES**

- Analyse the business needs and strategic requirements relating to the adoption of coding solution across RMH, RWH and PMCC.
- Proactively facilitate discussions and planning between Develop and implement strategies to facilitate the Health Information Services, other key health service stakeholders and the solution vendor.
- · Work with the project sponsors, key stakeholders and vendor to define project requirements, deliverables and project milestones.
- Maintain comprehensive project documentation including project plans, test plans, resource requirements, training materials and post implementation review.
- Report project progress to project governance committee, including risks issues, timelines and the status of the project.
- Manage and report on the budget for the Project.
- Prepare decisions, minutes and agendas and information papers to relevant governance committees • Work in your scope of practice and seek help
- · Work closely with software vendor to understand the workflow of each coding service, customise the software, coordinate training and provide support.
- Build relationships through liaising with stakeholders, software vendors, architecture design teams and technology teams to clarify requirements and design integrated solutions.
- Work closely with the clinical coding teams to analyse current state 'end to end' coding workflows
- · Develop and coordinate training material for end-users and provide support to staff to ensure they proficient in using the new the software.
- Ensure the project is compliant with coding standards, data privacy and security standards.

- · Engage all key stakeholders to identify and document technical requirements to inform future state workflows.
- changes effectively for each health service.
- Develop and maintain strong positive relationships with key contacts across the Parkville Health Services
- 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.
- · Take reasonable care for your safety and wellbeing and that of others.
- where required.
- · 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.
- Other tasks directed by Director Information and Performance and the Chief Quality Officer.

### **KEY RELATIONSHIPS**

### Internal

- Director of Information and Performance
- Chief Quality Officer
- Manager Classification Quality & Optimisation
- EMR Team
- Digital Innovation Team
- Health Intelligence
- Health Information Services

### External

- PMCC Chief Health Information Manager
- RWH Manager Health Information Services
- Coding Managers RWH and PMCC
- Parkville EMR Team
- Epic
- Health Technology Services
- Other Vendors





### **KEY SELECTION CRITERIA**

Formal Qualifications:

This is a leadership position and the successful applicant is likely to have 5+ years of experience working within in a large IT Project(s).

- Tertiary degree and/or professional qualification in Management, Program/Project Management, Health Management, Information Technology Management or related previous experience working in health IT project is required;
- Project Management certification such as Prince2, is desirable;
- Essential:
- Demonstrated success in managing and delivering ICT-enabled business change management projects.
- Experience managing projects that involve substantial work practice changes.
- Demonstrate experience in-team management skills to build and sustain high profile multi-disciplinary project teams to achieve high quality project outcomes.
- Experience in developing quality project documentation writing skills.
- Comprehensive knowledge of project and people management techniques, tools and methods.
- Experience in developing and monitoring organisational benefits in implementing ICT solution.
- Exceptional Project Reporting and Financial Management skills.
- Effective time management and workload prioritisation skills.
- · Ability to work under tight deadlines whilst responding to changing business and technical conditions.
- Establishing and working with Project Control Group and governance frameworks.
- Planning, prioritising and scheduling project activities and assigning appropriate resources.
- Initiating, progressing and tracking requests for variations to project scope, timelines and resources.
- Excellent interpersonal, written and verbal communication skills and ability to liaise effectively.
- Capability to work closely with vendors and service providers to ensure they deliver on agreed timeframes and quality.
- · Advanced MS Project, Visio, Word and Excel skills;

### **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
- Successful implementation of the project and training within the set timeframes
- · Ability to communicate changes effectively and ensure compliance





### 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			