



**The Royal  
Melbourne  
Hospital**

**Advancing  
health  
for everyone,  
everyday.**

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Deputy Section Head, Bacteriology  
Mycology and Parasitology**

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.

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

|                                    |                                                                                                                                   |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title:</b>             | Deputy Section Head, Bacteriology Mycology and Parasitology                                                                       |
| <b>Service:</b>                    | Clinical Governance & Medical Services, VIDRL                                                                                     |
| <b>Location:</b>                   | The Doherty Institute, VIDRL                                                                                                      |
| <b>Reports To:</b>                 | Section Head, Bacteriology Mycology and Parasitology                                                                              |
| <b>Enterprise Agreement:</b>       | Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2021–2025 |
| <b>Classification:</b>             | Grade 3                                                                                                                           |
| <b>Employment Status:</b>          | Full Time, Ongoing                                                                                                                |
| <b>Immunisation Risk Category:</b> | Category A                                                                                                                        |
| <b>Date of Review:</b>             | November 2025                                                                                                                     |

## POSITION SUMMARY

The Victorian Infectious Diseases Reference Laboratory (VIDRL) is a leading Australian infectious diseases reference laboratory at the Peter Doherty Institute for Infection and Immunity (the Doherty), a joint venture between Royal Melbourne Hospital and the University of Melbourne located in Melbourne, Victoria. VIDRL provides the Victorian Department of Health with virology, mycology, parasitology and mycobacteria public health reference laboratory services, including surveillance, outbreak investigations, reference testing and research. VIDRL has national reference laboratory designations to the Commonwealth Department of Health for polio and enteroviruses, measles, viral haemorrhagic fevers and smallpox. VIDRL has WHO Collaborating Centre designations for Reference and Research on Influenza, *Mycobacterium ulcerans*, and Viral Hepatitis together with WHO Regional Reference Laboratory designations for poliovirus, measles and hepatitis B, and is a WHO National Influenza Centre.

This full time (1.0 EFT) role will provide support the Bacteriology, Mycology and Parasitology Laboratory, which provides rapid-turnaround diagnostic testing of a large number of pathogens of clinical importance including sexually transmitted, parasitic and fungal infections. As the Deputy Section Head, this role will deputise for the Section Herad when required, and is a senior position within the Bacteriology, Mycology and Parasitology laboratory.

Broad responsibilities will include:

- Work with team members in the Bacteriology, Mycology and Parasitology laboratory to assist with the delivery of an efficient diagnostic reference service.
- Conduct laboratory procedures in accordance with the instructions of the Section Head and provide deputising support as required.



- Participate in internal VIDRL committees and contribute significantly to the development and implementation of laboratory research and development initiatives.
- Develop and implement methodologies that are underpinned by critical thinking and using appropriate scientific and analytical tools
- Maintain high standards of quality and compliance within the section, ensuring all work is conducted in accordance with best laboratory practices at BSL-2 and within external accreditation frameworks including NATA, NPAAC, OTGR, and DAFF.
- Exhibit a comprehensive understanding of external accreditation and compliance frameworks relevant to laboratory operations.
- Participate in staff training and ensure that all BMP staff are adequately trained.
- To provide expert advice regarding the interpretation of laboratory results to medical, scientific and public health staff as appropriate.
- To have an understanding of budgetary processes including how to set and keep to budgetary targets.
- Support the Section Head in overseeing daily laboratory operations, staff supervision, and scientific activities, and provide deputising support as required.

- Provide expert advice and perform diagnostic testing for a broad range of bacterial, fungal, and parasitic pathogens.
- To maintain accurate records of results of tests performed and accurately interpret, validate and authorise test results.
- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help 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.
- Respect that the RMH is a smoke-free environment

## Internal

- Medical Microbiologists
- Principal Scientist
- Section Head
- Scientific Staff

## External

- Melbourne Sexual Health Clinics
- Doherty Institute
- DHS, NATA, DAFF

### Essential:

- Bachelor of Science degree or equivalent
- Significant experience in the subject of Bacteriology, Mycology, Parasitology and standard molecular biology techniques
- Excellent communication skills both verbal and written
- Demonstrated problem solving and lateral thinking capability
- Comprehensive understanding of quality control protocols and NATA requirements
- Proven track record of managing and working within a BSL-2 environment.

- Desirable:

- ## 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



- 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.

- **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.

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.

Date \_\_\_\_\_