



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Clinical Business Manager –
Perioperative Services**



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:

- Be a great place to work and a great place to receive care
- Grow our Home First approach
- Realise the potential of the Melbourne Biomedical Precinct
- Become a digital health service
- Strive for sustainability



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.
- Participation in the development and implementation of the annual Royal Melbourne Hospital and portfolio specific business planning process
- Ability to operate within allocated budget
- Achievement of Royal Melbourne Hospital and portfolio specific KPI targets as they apply to your area of responsibility
- Participation in and satisfactory feedback through the annual performance review process including 360-degree feedback; and ensure all your direct reports have an individual development and work plan including an annual review
- Ability to take accountability for all reasonable care to provide a safe working environment within your area of responsibility and ensure compliance with OH&S, anti-discrimination, equal opportunity & other legislative requirements
- Ensure quality assurance programs and monitoring processes are in place, and compliance with National Standards and EQUIP guidelines
- Develop and monitor KPI's for departmental activity and performance to strive for continual improvement and efficient use of resources
- Ensure systems are in place for consultation with key stakeholders to ensure the service continues to meet the changing requirements of patients, medical users and research partners
- Ensure Perioperative service complies with all relevant procurement legislation
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- 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.
- Be responsible for implementing recommended improvements in Sterile Supply, consumable and prosthesis management
- Meet regularly with Perioperative Service Manager to report on service performance against, workforce, financial and quality KPI's and recommend initiatives to improve variances
- Build effective working relationship with HPV (Health Purchasing Victoria), and ensure compliance with HPV contracts
- Build effective working relationships with all Perioperative staff and external company representatives
- Develop and implement strategic procurement programs and practices
- Proactively manage equipment, consumables and facilities to ensure maximum utilisation
- Be responsible for the development of and monitoring of performance against annual operational/business plans
- Actively monitor cost centre variance reports and take actions to improve performance when required
- Actively monitor and manage financial performance of the Perioperative Services
- In conjunction with the Division Financial manager, develop and implement strategies to increase revenue streams, improve billing and debt collection processes, reduce expenditure and increase efficiency
- A commitment to continually improve the service and financial position of the department



KEY RELATIONSHIPS

Internal

- Perioperative Managers
- Procurement
- Sterile Store Staff
- Perioperative Support Services Team
- Surgical Units
- Divisional Finance Business Partner

External

- Company Representatives
 - Health Share Victoria
 - HTrak Prospitalia
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KEY SELECTION CRITERIA

Formal Qualifications:

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Proven track record of achievement as a Clinical Business / Procurement Manager in a hospital environment
- Ability to contribute effectively as a participative team member within a multidisciplinary team environment
- Proficient in the use of PC windows including word and excel
- Demonstrated leadership skills and a commitment to consumer-focused service management and development
- Proven capacity to work under pressure, to meet time constraints and determine work priorities
- A commitment to continuous quality improvement, change management, education, training and research

Desirable:

- Experience in procurement management
- Tertiary qualifications including Business and/or other relevant qualification in finance/procurement

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
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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
