



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Personal Assistant

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.

- 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

<ul style="list-style-type: none"> • Assist with the overall coordination of management activities • Manage diary/calendar & files in both physical and electronic form • Prepare documents and reports, e.g. letters, memos, presentations • Prepare, distribute and file agendas and minutes for meetings as required • Maintain relevant databases • Screen department telephone calls and emails and respond accordingly • Manage rosters including on-call for consultants, roster and calendar updates, timesheets, audit recall and overtime claim forms. • Manage RosterOn Paylock and submission of timesheets on time • Leave management and leave register maintenance (outpatients, on-call, switchboard) • Annual recruitment of unaccredited registrar • Allocate on-call consultant roster with HOU • Onboard new staff to the department with organisation of ID card, IT access, carpark etc. • Liaise with operating theatre and outpatient facilities and staff • Liaise with members of Anaesthetic team and other key stakeholders as required • Liaise with People and Culture • Liaise with Paydata and IT • Prepare and plan annual consultant discussions • Maintain log of outpatient and operating theatre waitlist for ophthalmology 	<ul style="list-style-type: none"> • Provide occasional personal assistant services to other members of the department where necessary. • Provide occasional admin coverage within the department where other key support staff are on planned or unplanned leave • General office duties including: • Order clinical and non-clinical equipment and resources • Maintain the budget/financial records for all ophthalmology cost centres • Create and update recruitment documentation (resumes, position descriptions, interview questions and protocols) • Organise and facilitate recruitment interviews including documentation, organizing rooms, IT, catering if required <ul style="list-style-type: none"> • Organise functions (booking of venues, catering), arranging travel and accommodation as required • Manage SuccessFactors requests/processing/variations
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Internal

- ## External

- University of Melbourne
- Melbourne Eye Care Clinic
- Australian College of Optometry
- RANZCO
- Department of Health

○ NA

- Demonstrated secretarial/administrative assistant experience at a senior level
- Able to develop appropriate systems, procedures, controls, to enhance the accuracy and timeliness of work
- Demonstrated ability to work both independently and co-operatively as part of a team
- High standard of customer service to internal and external stakeholders
- Organisational skills, demonstrated initiative and attention to detail
- Ability to work in a sensitive area requiring a high degree of confidentiality
- Prioritising work and meeting deadlines
- Excellent communication both verbal and written
- Evidence of commitment to ongoing personal and professional development
- Excellent keyboard skills including experience with MS Office, ie: Word, Excel, PowerPoint and Roster On
- Working with children's check (WWCC)

- EPIC Administrative Training
- Past Experience in Secretarial/PA role within a health care setting

- 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 _____