

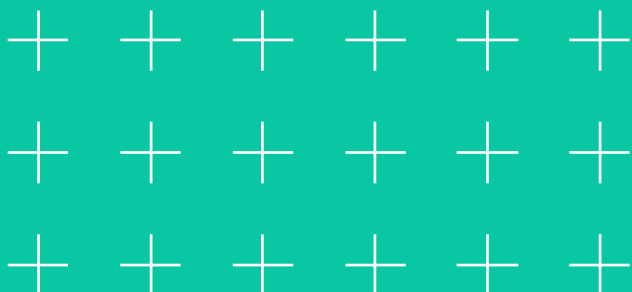


**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Personal Assistant to Head of Orthopaedic Surgery

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

Position Title:	Personal Assistant to Head of Orthopaedic Surgery Surgical
Service:	Services
Location:	8 South Dept of Orthopaedic Surgery
Reports To:	Head of Orthopaedic Surgery
Enterprise Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Classification:	Admin Officer Grade 2 + Margin
Employment Status:	Full Time, Ongoing
Immunisation Risk Category:	Category A
Date of Review:	August 2026

POSITION PURPOSE

The Department of Orthopaedic Surgery is located at the RMH City Campus and is one of the Royal Melbourne Hospital's busiest surgical units in the Hospital and a leading part of a Level 1 Trauma Centre.

The Personal Assistant provides high level secretarial services and administrative support to the Head of Orthopaedic Surgery. This role is critical to maintain the administrative functions of the Department.



KEY ACCOUNTABILITIES

- Maintain administrative services for the Department of Orthopaedic Surgery
Provide professional 'front of house' reception and administrative services for the Department of Orthopaedic Surgery to support the smooth running of the Department
- Coordinate meetings as requested by the Head of Orthopaedic Surgery including, venue bookings, preparation and distribution of agendas and minutes
- Attend meetings and take minutes when required
- Assist with PowerPoint presentations, photocopying, mailing
- Accurate record keeping and filing as required
- Other secretarial/administrative duties as required
- Maintenance of stationary requirement
- Co-ordinating rosters for the junior & senior medical staff through RosterOn and Excel
- Co-ordination of payment of staff through RosterOn
- Administration of oncall and recall payments
- Administration of all forms of leave for the department
- Recruitment administrative support
- Assist with the coordination and running of meetings, including room and virtual bookings, invitations, minutes and agendas
- Coordination of the elective medical & work experience students.
- Provide confidential secretarial, clerical and administrative support to the Head of Orthopaedic Surgery not limited to diary and calendar management.
- Other reasonable administrative duties as required.



KEY RELATIONSHIPS

Internal

- Head of Orthopaedic Surgery
- Consultant staff of the Department
- Registrar, Resident and Intern staff of the Department
- Liaison Nurses
- Other Units and Personal Assistants
- Outpatient Department
- Business Finance Manager
- Medical Workforce Unit/HR
- Ward staff

External

- Patients
- General Practitioners
- Private PAs
- Corporate Sponsors

KEY SELECTION CRITERIA

Essential:

- Professional presentation, reception and customer service skills
- Demonstrated relevant administrative experience and ability to work in a confidential area
- Well-developed written and verbal communication, interpersonal skills
- Demonstrated organisational skills, initiative and attention to detail; ability to meet timelines
- Ability to escalate concerns as required and speak up
- Ability to liaise with staff and business contacts at all levels
- Ability to work both independently and cooperatively as part of a team
- Ability to prioritise, work within timeframes and meet deadlines
- Demonstrated motivation, initiative and self-direction
- Demonstrated technical skills in utilisation of software packages, e.g. Microsoft Office including excel, powerpoint, webex, teams, zoom
- Valid Working with Children's Check, Police Check and Immunization Assessment

Desirable:

- Comprehension of medical terminology
- Experience in the healthcare sector

KEY PERFORMANCE INDICATORS



Your performance will be measured through your successful:

- Demonstration of RMH values
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working requirement 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 _____