Parkville
Local Health
Service Network

Manager, Parkville LHSN

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Oct 2026

Oral Health Victoria
Parkville Youth Mental Health and Wellbeing Service
PeterMac Peter MacCallum Cancer Centre Victoria Australia
The Royal Children's Hospital Melbourne
The Royal Melbourne Hospital
the royal victorian eye and ear hospital
the women's the royal women's hospital

Parkville Local Health Service Network

The Parkville Local Health Service Network (Parkville LHSN or Network) is made up of seven health services (Royal Melbourne Hospital, Peter MacCallum Cancer Centre, the Royal Women's Hospital, the Royal Children's Hospital, the Royal Eye and Ear Hospital, Oral Health Services Victoria and Parkville Youth Mental Health and Wellbeing Service). A brief description of each is set out below.

LHSNs have been created to support reform of the Victorian health system for the benefit of patients and staff, and the sustainability of the system.

Royal Melbourne Hospital (RMH)

As one of the largest hospitals in the state, with more than 10,000 staff, RMH provides a comprehensive range of specialist medical, surgical, and mental health services, as well as rehabilitation, aged care, outpatient and community programs. We are a designated state-wide provider for services including trauma, and we lead centres of excellence for tertiary services in several key specialties including neurosciences, nephrology, surgical oncology, cardiology and virtual health.

Peter MacCallum Cancer Centre (Peter Mac)

Peter Mac 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 Mac strives to provide world's best cancer care, discovery and translation. Everything we do is underpinned by our core values, Excellence, Compassion and Innovation.

Royal Women's Hospital (The Women's)

The Women's is Australia's first and largest specialist public hospital dedicated to improving and advocating for the health and wellbeing of women and newborns. Our Parkville site is a tertiary hospital providing specialist care and a leading teaching hospital internationally recognised for its medical research and innovation. Driven by a vision to set the benchmark for the care of women and newborns, the Women's key goal is to put patients and consumers at the heart of all that it does and aspires to achieve. We treat our intersection with patients and consumers as a journey, not an event, which is underpinned by a holistic approach to health and wellbeing across all stages of a woman's life.

Royal Children's Hospital (RCH)

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. As a tertiary and quaternary centre, the RCH cares for the most critically ill and medically complex paediatric patients in Victoria. In addition to providing a full range of clinical services, the hospital also supports many health promotion and prevention programs. With more than 6,000 staff, 12 wards and 350

beds, the RCH is the major specialist paediatric hospital in Victoria and also provides care for children and young people from Tasmania, southern New South Wales and other states around Australia and overseas. The state's busiest paediatric Emergency Department, often experiencing more than 300 presentations on any given day.

Royal Victorian Eye and Ear Hospital (Eye and Ear)

The Eye and Ear provides a state-wide specialist tertiary and emergency eye, ear, nose and throat (ENT) health care service. It is internationally recognised as a leader in clinical service delivery, teaching and research in ophthalmology and otolaryngology. As the largest public provider of ophthalmology and ENT services in Victoria, the hospital delivers more than half of Victoria's public eye surgery, and with its partners, all of Victoria's public cochlear implants.

The Eye and Ear has an extensive ambulatory care centre with more than 110 different specialist clinics, runs a 24-hour ED with a 4 bed ED Short Stay Unit (ED SSU), runs 8 Operating Theatres and one Procedure Room and provides 24 inpatient beds.

Oral Health Victoria (OHV)

OHV is the lead oral health agency in Victoria and a global leader in the implementation of value-based models of care. DHSV provides oral health services through the Royal Dental Hospital of Melbourne (RDMH), Smile Squad (school dental program) and commission 48 community dental agencies in 85 sites across the state. DHSV lead statewide oral health promotion and prevention programs, invest in oral health research, advise the government on health policy, and support the education of oral health professionals. RDHM operates 140 dental chairs and 4 operating theatres. Community dental agencies operate 484 dental chairs and Smile Squad operates 50 treatment vans and 52 examination vans.

Parkville Youth Mental Health and Wellbeing Service (PYMHWS)

PYMHWS is a new and dedicated public youth mental health service – established following recommendations from the Royal Commission into Victoria's Mental Health System. PYMHWS offers targeted specialist mental health care, and community services to young people aged 12 to 25 with complex mental illness. Services will include 22 inpatient beds (co-located with Footscray Hospital) and 15 hospital in the home beds; community mental health services to young people in our catchment from sites at Parkville, Sunshine and Werribee; and forensic youth mental health services including community-based services, an 8-bed unit at the Cherry Creek Youth Justice Centre, and a 3-bed acute unit within the Footscray inpatient unit.

Note* that the Royal Melbourne Hospital is the employer of LHSN staff on behalf of the Parkville LHSN.

POSITION DETAILS

Position Title:	Manager, Parkville LHSN
Service:	Parkville Local Health Service Network (consisting of the Royal Melbourne Hospital, Peter MacCallum Cancer Centre, the Royal Women's Hospital, the Royal Children's Hospital, the Royal Eye and Ear Hospital, Oral Health Victoria and Parkville Youth Mental Health and Wellbeing Service)
Location:	The Royal Melbourne Hospital – Elizabeth Street Campus (with expectation to visit other Parkville LHSN sites)
Reports To:	Director, Parkville LHSN
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
Classification:	HS6
Employment Status:	Fixed term to 30 June 2028
Immunisation Risk Category:	Category C
Date of review:	October 2026

POSITION SUMMARY

The Manager, Parkville LHSN is responsible for supporting the delivery of the Network's strategic priorities and the annual Implementation Plans. This role will be responsible for supporting LHSN initiatives, including the implementation of the Network Clinical Services Plan. The Manager will work closely with internal and external stakeholders to ensure timely delivery, strong governance, and excellent stakeholder management.

KEY ACCOUNTABILITIES

Planning and project management

- Work with other Parkville LHSN team members and stakeholders to progress Network initiatives, including the implementation of the Network Clinical Service Plan.
- Lead and coordinate planning and delivery of assigned initiatives.
- Provide robust project management to deliver initiatives within scope and time to achieve the agreed outcomes.
- Prepare high-quality project briefs, project plans, project reports and business cases as required.
- Support strong project risk management through the development of risk registers and through active monitoring and reporting of risks.

Stakeholder engagement and change management

- Build and maintain effective relationships across Parkville LHSN's extensive and diverse stakeholder group, in particular with project stakeholders, health service members and the Department of Health.
- Facilitate strong communication, relationship management and collaboration across Parkville LHSN members.
- Develop and manage stakeholder engagement and communications plans.
- Prepare for and support facilitation of project workshops and stakeholder consultations.
- Work with stakeholder groups and develop effective change management strategies for successful implementation of Network initiatives, including the Network's Clinical Service Plan's initiatives.

Operational and strategic support

- Support governance processes and participate in relevant committees and working groups.
- Prepare reporting and materials to support governance bodies.
- Prepare minutes of governance body meetings.

Additional accountabilities

- Demonstrate the RMH values and work in accordance with the Parkville LHSN Partnership Principles
- 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 Parkville LHSN members
- 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.

KEY RELATIONSHIPS

This position is integral to the Parkville LHSN and is required to maintain positive relationships with key stakeholders inside and outside the LHSN. The following list is indicative but not exhaustive:

Internal

- Parkville LHSN members – executives and health services leaders
- Parkville LHSN governance bodies
- Operational and clinical leaders at member health services

External

- Department of Health
- ACCHOs, PHNs, community health services
- Other LHSNs and Victorian health services

KEY SELECTION CRITERIA

- Proven experience in the implementation of complex projects and change management.
- Ability to think strategically and strong problem-solving capability
- Excellent stakeholder relationship development and management skills with proven ability to work in complex stakeholder environments.

- Ability to analyse data and translate insights into recommendations.
- Ability to work in a highly dynamic environment and at pace.
- Excellent communication skills including well-developed writing skills and an ability to promptly prepare relevant documentation, presentations and reports
- Ability to work across multiple organisational structures
- Ability to be self–directed, determine workload priorities, stay motivated, coordinate multiple projects at once and work to timelines as part of a team
- High level of computer literacy, particularly in Microsoft Office software
- Knowledge of the Victorian healthcare system
- Commitment to the RMH values and to work in accordance with the Parkville LHSN Partnership Principles

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values and working in accordance with Parkville LHSN's Partnership Principles
- Exemplary relationships and communication with Parkville LHSN members and stakeholders.
- Successful delivery of projects to agreed outcomes.
- Contribution to strategic planning and reporting.
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

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, Effective, Person-centred Care (STEP) in line with our clinical governance framework
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace
- 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

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ACCEPTANCE

***Note that the Royal Melbourne Hospital is the employer of LHSN staff on behalf of the Parkville LHSN.**

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 (DD/MM/YYYY): _____