

Position Description

Position title	Director, Allergy & Immunology
Department / Division	Allergy & Immunology/Medicine
Classification	In accordance with AMA Victoria – Victoria Public Health Sector Medical Specialists Agreement 2022- 2026
Position reports to	Operational: General Manager Specialty Medicine, Division of Medicine Professional: Chief of Medicine
No. of direct & indirect reports	Approx. 62
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

<p>The Royal Children's Hospital</p> <p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>
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ROLE CONTEXT (Optional)

The Department of Allergy and Immunology at The Royal Children's Hospital (RCH) is a nationally and internationally recognised centre of excellence in paediatric allergic and immune disorders. It delivers multidisciplinary, evidence-based care across secondary, tertiary, and quaternary levels, supporting children and families with conditions such as asthma, eczema, food and drug allergies, anaphylaxis, and immune deficiencies.

The department plays a pivotal role in shaping clinical practice and health policy through its leadership in education, training, and research. It actively collaborates with the Murdoch Children's Research Institute (MCRI), the University of Melbourne, and national bodies such as the National Allergy Centre of Excellence (NACE) and the Centre for Food Allergy Research (CFAR). These partnerships underpin its commitment to advancing knowledge, improving outcomes, and influencing best practice in allergy and immunology care.

The Director leads a passionate and highly skilled team of medical, nursing, and allied health professionals. They are responsible for strategic direction, clinical governance, workforce development, and fostering innovation through research and collaboration.

ROLE PURPOSE

This role provides leadership for the Department of Allergy & Immunology in the Division of Medicine, in line with the RCH vision, role, values and strategy. The Director is responsible to the General Manager and the Chief of Medicine for the overall leadership, strategic and operational performance of the department and its services, as determined by agreed key performance indicators. This involves ensuring the department consistently provides timely access to high-quality care, education and research, whilst maintaining a sound and sustainable financial position, strong staff engagement and support, as well as effective, collaborative relationships with internal and external stakeholders.

KEY ACCOUNTABILITIES

The Director is accountable for the delivery of high-quality clinical care, research and education across the Department of Allergy & Immunology. Key accountabilities in management of the Department align with the RCH Operational Excellence Framework;

Access

- Develop and implement strategies to reduce wait times and improve patient flow to ensure efficient, effective, high quality, safe patient and family centred care
- Regularly review and analyse data on patient access to identify areas for departmental improvement.
- In collaboration with the General Managers facilitate efficient unit function and development to ensure timely access for patients
- Provide leadership for continuous service improvement by developing projects which improve departmental and hospital performance over time.
- Build strong relationships with internal and external stakeholders, including across the state-wide paediatric network to ensure key organisational objectives are achieved.

Quality and Safety

- Ensure the delivery of contemporary, evidence-informed, high-quality multidisciplinary clinical care
- Ensure accountability for quality and safety systems, effective clinical audits, and achievement of safety and quality KPIs.
- Work with Quality Partners to resolve patient feedback and incidents, ensuring a safe environment focused on high-quality care and excellent patient outcomes.

- Apply incident management systems, monitor quality and safety outcomes, identify gaps, and collaborate with teams to address them.
- Engage in reviews, including active participation in the Open Disclosure Framework for all cases of harm, near misses, and serious adverse patient safety events.
- Establish processes for understanding, monitoring, and managing risks, contributing to risk management and management of the Risk Register
- Ensure departmental contribution and achievement of the National Safety and Quality Health Service Standards, and any other relevant department accreditation
- Monitor external legislative, regulatory, technological, consumer, and social changes, making recommendations for service changes as needed.
- Represent the relevant Department within the Division of Medicine, on key hospital committees and projects.
- Develop initiatives and promote a collaborative environment for continual improvement.

People

- Model a values-based approach, inspiring a shared vision and creating a culture that encourages and enables new ways of working.
- Lead a high-performance environment with active learning through coaching and team collaboration.
- Execute programs for staff professional development, education and training, performance appraisal, goal setting, team building, leave management, and work redesign.
- Develop and monitor processes to ensure timely and efficient use of staff FTE.
- Foster a culture of curiosity and creativity to adapt to a dynamic environment, enhancing team resilience, and building team capability.
- Define team roles clearly, remove barriers to success, and celebrate excellence whilst ensure clarity and accountability across the department.
- Create and sustain a proactive safety culture that ensures psychological and physical safety.
- Collaborate with staff and external groups to manage industrial issues, including implementing new Enterprise Bargaining Agreements and change impact processes.
- Develop and optimise workforce capability through professional support, mentoring and creation of staff education and training opportunities.
- Provide mentoring and regularly monitor and assess performance of direct reports that will include annual performance development plans (PDAPs) to provide constructive feedback and highlight developmental needs, and compliance with mandatory training.
- Participate in the in-service, on call and on-call roster for the department.
- Develop and maintain positive and collaborative relationships with internal and external stakeholders
- Effectively lead a high-performance multidisciplinary team that includes subspecialist consultants, junior medical, nursing, allied health and administrative support staff.
- Identify, build, and maintain strong working relationships with internal and external stakeholders, in particular the campus partners Murdoch Children's Research Institute and University of Melbourne.

Sustainability

- Develop and manage the departmental budget and establishment EFT to ensure the department's activity remains within budget.
- Prepare performance-related reports to support evidence-based decision-making within the Division and across the RCH.
- Contribute to the review, development, and implementation of organisational policies and procedures, ensuring they are embedded in practice across the Division.

- Partner with the Chief of Medicine and General Managers to prepare strategically focused business cases and grant applications for the RCH Foundation.
- Ensure emergency management and control systems, as well as Business Continuity Plans, are in place and manage responses effectively.
- Effectively manage rosters, leave, performance management, overtime, and recall.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Eligible for full registration with the Australian Health Practitioners Regulation Agency
- Fellowship with relevant college
- Extensive experience in a major paediatric public teaching hospital, preferably at department/director level or demonstrated experience leading a department and or large group of professionals.
- Formal Medical leadership and management experience in a complex organisational environment
- Excellent communication skills, and evidence of achievement in service and/or program development
- Proven capacity for leadership in a team environment and ability to work well as a senior member of the team responsible for operational and people management activities.

Desirable:

- A higher degree such as MD or PhD
- A qualification in health services management

KEY SELECTION CRITERIA

- Highly developed leadership and interpersonal skills
- Extensive experience in effectively leading and managing high functioning teams.
- Consultative leadership style that promotes participation and meaningful engagement.
- Demonstrated effectiveness as a senior manager and clinical leader with proven ability to meet strategic goals and achieve operational excellence.
- Ability to develop and motivate individuals and teams and to create a high-performance culture across clinical and non-clinical settings
- Experience and success in conducting and implementing clinical research
- Ability to engage staff and students in medical education and professional learning and development

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)

- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

September 2025