

Position Description

Position title	Director and Head of Department
Department / Division	Medical Imaging / Division of Surgery
Classification	Medical Specialist
Position reports to	Chief of Surgery
No. of direct & indirect reports	Medical, Nursing, Allied Health and Administrative staff of Medical Imaging Department
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.

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is <i>a world where all kids thrive</i>.</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>

ROLE CONTEXT
The Department of Medical Imaging provides specialist Medical Imaging expertise to support tertiary and quaternary care of children. The Director will be engaged in considerable internal improvement to drive operational excellence

as well as collaboration with external stakeholders to develop system capability and delivery of consistent standards of care to patients close to home. In particular, the Director will work closely with multiple internal stakeholders to address considerable clinical and operational risks conferred by current demand overwhelming service capacity and capability. In addition, the Director will work closely with precinct counterparts to build, maintain and leverage inter-organisational collaboration and cross-campus services.

ROLE PURPOSE

The purpose of this role is to provide leadership for the Department of Medical Imaging (Division of Surgery) in line with RCH wide vision and strategy. The Director is responsible to the Chief of Surgery for the overall leadership, strategic and operational performance of the department and its services, as determined by agreed key performance indicators, both local and hospital wide. The role is also accountable for Quality and Patient Safety related activities which ensures the Department consistently provides the highest quality care, education and research, whilst maintaining a sound and sustainable financial position, strong staff engagement and support, as well as effective relationships with the community and consumers of care.

KEY ACCOUNTABILITIES

Operational Leadership/ Quality:

- Lead and work within a multidisciplinary team that includes consultants, subspecialist consultants, junior medical, nursing, allied health and administrative support staff.
- Set the direction of the Department in clinical care, education, research and quality in line with the hospital's strategic direction and priorities.
- Develop initiatives and support the delivery of great care in the areas of Excellent Clinical Outcome, Positive Experience, Zero Harm and Timely Access.
- Develop, implement and monitor quality measures as well as actively ensuring compliance with hospital wide quality measure and initiatives.
- Identify, build and maintain strong working relationships with internal and external stakeholders
- Represent the Medical Imaging Department at key hospital and Divisional meetings

Staff Management:

- Manage a multidisciplinary team, ensuring that RCH policies and procedures are appropriately adhered to.
- Effectively manage rosters, leave, performance management, overtime and recall.
- Promote and ensure adherence of the Royal Children's Hospital Values by all Department staff.

Clinical:

- Participate in the in-service, on call and recall roster for the Medical Imaging Department.
- Develop a sustainable model of care to ensure that inpatient and outpatients at RCH receive timely care.
- Collaborate with external stakeholders to build capability and promote care close to home that optimises utilisation of system capacity

Research, education and training:

- Lead the educational activities of the Department to facilitate a learning environment.
- Develop, implement and maintain a competency-based education program for staff.
- Promote and facilitate good quality original research in the Department, including building and supporting relevant internal and external research collaborations.

Financial Management:

- Develop and manage the departmental budget and establishment EFT to ensure department's activity is within budget.

- Identify and develop new revenue and additional resourcing opportunities

QUALIFICATIONS AND EXPERIENCE

Essential:

- Eligible for specialist registration with the Australian Health Practitioners Regulation Agency.
- Fellowship of Royal Australian & New Zealand College of Radiologists or equivalent
- Clinical experience in a major public teaching hospital.
- Demonstrated senior leadership experience at department/director level in a major teaching hospital

Desirable:

- Clinical expertise in a sub-speciality area of paediatric radiology: particularly neuroradiology or interventional radiology
- Higher degree in clinical discipline (MD, PhD) or management discipline (MBA, MHA)

KEY SELECTION CRITERIA

- Demonstrated experience in managing people and programs at a strategic and operational level with accountability for financial and human resource functions.
- Demonstrated experience with the implementation of change initiatives, including transformation of work practices and service delivery models;
- Well-developed interpersonal and communication skills, including the ability to educate internal and external clients to achieve mutual understanding and agreed outcomes;
- Effective stakeholder management with proven ability to build and maintain strong relationships;
- Demonstrated ability to form links with all areas of the business to support the achievement of objectives and goals
- Demonstrated ability to operate in a manner that is consistent with an organisation's values including integrity, honesty and reliability in dealing with people;
- Demonstrated skills to effectively organise and plan in line with frameworks and methodologies that monitor achievement of objectives;
- Demonstrated ability to investigate issues and develop appropriate, stakeholder focussed solutions.

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

July 2025