

## Position Description

<b>Position title</b>	Program Manager – Advanced Therapies
<b>Department / Division</b>	Advanced Therapies Program, Medical Services Division
<b>Classification</b>	A099
<b>Position reports to</b>	Executive Director, Medical Services & Chief Medical Officer
<b>No. of direct &amp; indirect reports</b>	10
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

<b>The Royal Children's Hospital</b>
<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 <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</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 <a href="http://www.rch.org.au">www.rch.org.au</a></p>

## ROLE CONTEXT

Advanced therapies (including cell and gene therapy, biologics and other personalised medicines) aim to regenerate, repair or replace damaged cells, tissues and organs that mediate specific diseases, and in doing so significantly alter the trajectory and burden of disease for patients, often with rare and genetics disorders.

The newly established RCH Advanced Therapies program sits within the Medical Services Division and is structured as a clinical/research partnership with the Melbourne Clinical Trials Centre, providing access to new and novel interventions via coordinated and streamlined internal/external governance approvals and the integration of clinical and non-clinical research and clinical trials (commercial, philanthropic and/or other funding) within the clinical practice setting. This program will support the cohesive and expanded delivery of advanced therapies for the Victorian community, and in doing so will position the RCH as an international centre of clinical excellence.

## ROLE PURPOSE

The Program Manager – Advanced Therapies is a senior leadership position responsible for the development and implementation of governance structures to support the establishment of the Advanced Therapies program at the RCH, ensuring that operational excellence underpins professional practice and operations.

This role will also lead the scoping of potential areas for future clinical investment, review of operational requirements for service expansion and oversight for operational and financial performance to position RCH as a centre of excellence for advanced therapies.

## KEY ACCOUNTABILITIES

### Leadership and management

- Design and lead the establishment and staged expansion of the Advanced Therapies program at the RCH, in collaboration with the Medical Lead – Advanced Therapies, Executive Director – Medical Services and key stakeholders of the Melbourne Clinical Trials Centre.
- Undertake scoping of infrastructure and capital works requirements to support initial program implementation and planned expansions.
- Coordinate the staged recruitment of program staffing, in collaboration with professional discipline managers (allied health, nursing and medicine) and other administrative managers (research governance and ethics).
- Oversee the ongoing development of systems and processes to optimise program implementation and operations.
- Provide leadership to clinical and non-clinical staff to ensure optimal team performance, delivery of the program's workplan and a strong patient-centred focus.
- Develop strong partnerships with key internal and external stakeholders to support program operations, in particular the Melbourne Clinical Trials Centre.
- Maintain oversight of regulatory and legislative compliances.
- Provide advice and recommendations to the Executive Director, Medical Services, the Medical Lead - Advanced Therapies and/or other senior internal stakeholders, on issues of operational governance specific to the delivery of advanced therapies.

### **Financial management**

- Manage program expenditure within budget.
- Ensure expenditure on establishment EFT and program activity is aligned to budget.
- Develop business plans/workflows for financial sustainability and cost recovery.
- Oversee the generation of invoices to support cost recovery.
- Assist with financial reconciliation and reporting against grant funding.

### **Communication and interpersonal skills**

- Work closely with the Medical Lead – Advanced Therapies to ensure the delivery of key work priorities and general team operations.
- Maintain professional, timely and clear communication with Advanced Therapies program team members and internal and external stakeholders.
- Actively participate in and contribute to team meetings, and other meeting forums (as required).
- Prepare all written reports and documents to required standards and formats.
- Provide regular progress updates (verbal and/or written) on progress towards and achievement of key deliverables to the Executive Director, Medical Services.
- Support a flexible, collegial and productive working environment.

### **Continuous improvement**

- Actively identify, initiate and implement continuous improvement activities to support process improvement and the continued growth and development of the program.
- Participate in informal/formal reviews of governance and operations, as directed by the Executive Director, Medical Services.
- Apply critical thinking to address systems-level challenges and the changing demands of the work environment.

### **Professional and ethical practice**

- Contribute to a positive and professional work culture and lead by example via all communications, actions and behaviours.
- Demonstrate emotional intelligence in managing own and others' values, attitudes and behaviours.
- Uphold the values outlined in the RCH Compact and other RCH policies, procedures and guideline documents (as relevant).
- Ensure the privacy and confidentiality of any sensitive information accessed in the context of the role.
- Adhere to agreed document management and cyber-security practices (including aligned regulatory/legislative requirements).
- Maintain the positive image and reputation of RCH at all times.

### **Lifelong learning**

- Identify personal and professional development needs, and strategies to address learning goals through the Performance Development and Planning (PDAP) process.
- Regularly seek and participate in two-way feedback of own performance through informal and formal supervision and performance reviews and evaluate and act on feedback to improve performance (as appropriate).

### **Other**

- Adhere to all Occupational Health and Safety requirement of the role and workplace, including if/when working remotely.

## QUALIFICATIONS AND EXPERIENCE

### Essential:

- Undergraduate/graduate-entry qualification in allied health, nursing/midwifery and/or medical/health sciences
- Recognised postgraduate qualification in leadership and/or health management (or significant progress towards) or recognised equivalent industry experience
- Demonstrated experience in leading large-scale workforce planning, design and management initiatives specific to medical and/or health professional workforces
- Demonstrated experience and skills in budget development, financial management and expenditure controls
- High-level written and verbal communication skills, including negotiation and conflict resolution skills
- Demonstrated proficiency in various information technology platforms and systems, including Microsoft Office and Teams
- Previous experience in working within a large, tertiary/quaternary healthcare setting

### Desirable:

- Previous experience in project design and management in healthcare contexts
- Demonstrated skills in continuous quality improvement, including workflow redesign and lean thinking methodologies
- Demonstrated understanding of regulatory, legislative and industrial requirements specific to clinical practice environments and health workforces
- Demonstrated understanding of good practice for research and clinical trials

## KEY SELECTION CRITERIA

- Demonstrated senior operational leadership experience specific to medical and/or health professional workforces
- Demonstrated understanding of clinical service and workforce planning, design and management principles, including understanding of legislative and regulatory requirements
- Demonstrated financial management skills, including budget development, management and controls
- Demonstrated commitment to the provision of high-quality patient care and outcomes
- Highly developed written and verbal communication, interpersonal and stakeholder management skills
- Demonstrated ability to build individual and team performance capabilities in healthcare contexts
- Demonstrated skill and expertise in process redesign and lean thinking methodologies
- Highly developed organisational, planning and time-management skills
- Demonstrated proficiency in various information technology platforms, systems and 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

November 2025