Position Description

Position title	Project Manager - ROP Statewide Screening Program
Department / Division	Ophthalmology
Classification	Grade 7 Level 1 to Grade 7 Level 5 (A071-AO75)
Position reports to	Director, Ophthalmology and Chief Orthoptist
No. of direct & indirect reports	0
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.

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.

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.

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/.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at www.rch.org.au

ROLE PURPOSE

The ROP Statewide Screening Project Manager will lead the planning, implementation, and continuous improvement of a coordinated statewide screening program for retinopathy of prematurity (ROP), ensuring timely, equitable, and evidence-based eye care for at-risk infants. This role is responsible for integrating clinical services, digital health

solutions, and stakeholder collaboration to optimize early detection, streamline referral pathways, and reduce the risk of preventable childhood vision impairment and blindness across the state.

This role will develop and implement the ROP screening quality initiatives, ensuring excellence in service delivery and preparedness for audit and accreditation processes.

The ROP Statewide Screening Project Manager will work closely with the RCH Director of Ophthalmology and the ophthalmologists within the ROP statewide screening program to foster a culture of continuous improvement and excellent provision of care and will work in line with the RCH Operational Excellence Framework.

KEY ACCOUNTABILITIES

Stakeholder Management

- Lead the development of a patient and family focused screening environment
- Act as the primary operational point of contact for internal and external stakeholders throughout the project.
- Development and maintenance of internal and external communications
- Work in collaboration with the multidisciplinary team
- Provide advice, guidance and support and ensure compliance with guidelines, policy and procedures
- Foster collegiate relationships with external stakeholders

Leadership

- Lead and foster a culture of collaboration, accountability, and continuous improvement within the screening service.
- Ensure systems are in place to support timely and relevant reporting to internal stakeholders and external regulatory bodies.
- Contribute to strategic planning of the screening service development and implementation.
- Responsible for establishing and reporting on key performance indicators

Quality

- Develop and implement quality assurance initiatives, including preparation for regulatory audits and accreditation processes.
- Ensure systems are in place for the ongoing development, review and maintenance of administrative processes and improved communication mechanisms and service delivery, consistent with the principles of continuous improvement
- Support staff with the design and implementation of an ROP VIC database and quality improvement activities related to the service.
- Provide guidance, support and performance feedback to staff
- Oversee training and development needs of nursing staff within the screening service
- Develop and foster a culture that promotes collaboration, a safe workplace, financial responsibility, innovation and continuous improvement

Administration

- Manage administration workflow to ensure optimal outcomes within a timely manner
- Develop, implement and maintain guidelines, policies and procedures as required

- Maintain key ROP Statewide Screening Service systems and documentation including meeting papers, induction and training materials, research activities, MOU's and quality audits.
- Develop crossover of skill sets between clinical staff at multiple sites to ensure continuity of essential service delivery during periods of leave.
- Work with stakeholders to manage workforce planning and staffing requirements to support effective service delivery
- Ensure workforce processes and service delivery within the project are in alignment with site specific policies.
- Provide the project team with regular progress reports.

Financial Management

- Manage project finances to support the Director of Ophthalmology in meeting budget requirements, including reporting on budget variances and recommending solutions.
- Partner with billing and finance teams to support accurate, timely billing and minimise debt risk.
- Prepare business cases for staffing, service delivery models and equipment as required throughout the project.

QUALIFICATIONS AND EXPERIENCE

Essential

- Tertiary qualifications in a related field and/or relevant industry experience.
- Previous experience within a hospital or healthcare setting.

Desirable:

- Specialised knowledge and experience within ophthalmology.
- Relevant experience in a senior administrative role.

KEY SELECTION CRITERIA

- Highly motivated and solution focused
- Excellent organisational and planning skills
- Proven leadership and people management skills, including performance development, coaching and conflict resolution
- Consultative leadership style that promotes participation and meaningful engagement
- Demonstrated ability to manage a complex program or business function with multiple competing tasks
- Highly developed written and verbal communication skills
- Proven track record in the development and implementation of improvements
- Ability to develop and empower others
- Demonstrated ability to work collaboratively and influence internal and external stakeholders to achieve key objectives
- Established organisational and planning skills with the ability to manage competing demands and prioritise tasks effectively
- Proficient across the Microsoft Office suite and competent with office-based technologies

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 2026**