

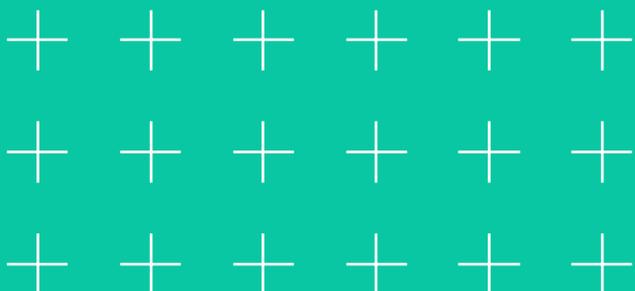


**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, every day.

**Could this be you?**

**Join the Royal  
Melbourne  
Hospital team**



**Position Description**

**Project Officer**



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## THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

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## OUR VISION

# Advancing health for everyone, every day.

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## THE MELBOURNE WAY

At the RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it the Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

### People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

### Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

### Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

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## OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

- 1. Be a great place to work and a great place to receive care**
- 2. Grow our Home First approach**
- 3. Realise the potential of the Melbourne Biomedical Precinct**
- 4. Become a digital health service**
- 5. Strive for sustainability**





## KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- 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 RMH teams.
- 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.
- Provide project management and coordination across public health laboratory projects in state, national, and international settings, including for the DFAT laboratory strengthening project and National Polio Surveillance program.
- Support responsible and ethical conduct of clinical research including preparing funder, project and ethics committee reports.
- Support development, management, and delivery of project workplans.
- Support for other project management or administrative requirements as directed
- Coordination of a multidisciplinary team, including organising meetings, supporting technical project activities, facilitating workshops, events and travel as required
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Manage record keeping and compliance reporting by minuting meetings, support for recording financial distribution and funding management, and contribute to tracking and preparation of documents to meet reporting requirements
- Support budgeting, monitoring of budget and forecasting, monitoring of progress and milestones, and contribution to project and financial reporting as required.

## KEY RELATIONSHIPS

### Internal

- Doherty Institute members
- Doherty Institute DFAT Strategic Partnership team
- VIDRL National Enterovirus Reference Laboratory
- VIDRL Global and Regional Health

### External

- DFAT
- Regional laboratories
- Australian Department of Health and Aged Care

## KEY SELECTION CRITERIA

### Formal Qualifications

- A tertiary qualification in public health, global health, medical sciences or a related field.

### Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.



- Demonstrated experience in the management of projects in government, global health, public health or a related field
- Demonstrated interpersonal and verbal communication skills with the ability to relate effectively with a range of people across all levels of the organisation
- Demonstrated ability to work independently and as part of a multi-disciplinary team
- Excellent organisational and administrative skills and the ability to work with a high level of attention to detail in relation planning and implementation of project activities;
- Excellent written communication skills, including preparation of minutes, briefings, presentations and scientific reports;
- Excellent ability to support the development of project plans, budgets and timelines, communicate effectively with stakeholders, and monitor project progress;
- Demonstrated problem solving/analytical skills including data analysis and interpretation;
- A high level of self-motivation and initiative in the organisation of group activities, workshops and meetings;
- High level of proficiency in the use of standard application software such as the Microsoft Office suite.

Desirable:

- Familiarity with the contractual and reporting requirements of external funding agencies;
- Experience working in international development settings;
- Post graduate qualification in related field.

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## KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Delivery of project milestones that are high quality, timely, and within budget in accordance with our contracted requirements
- Reporting for a pilot study on poliovirus infection in primary immunodeficiency patients
- Annual reporting on Gender Equality, Disability and Social Inclusion (GEDSI) analysis for eLABorate
- Ongoing reporting on monitoring and evaluation indicators for eLABorate
- Collaboration with Doherty Institute partners to meet the timelines of the DFAT Strategic Partnership

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## 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.



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- 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**

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.

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Employee Signature

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Employee Name (please print)

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Date

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