



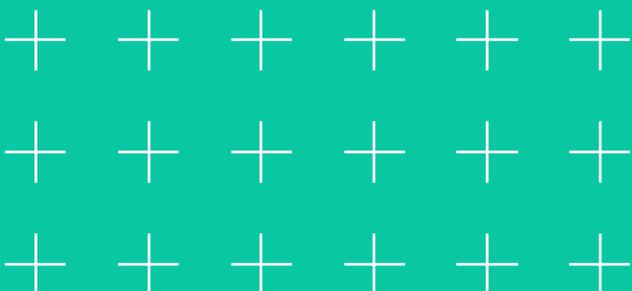
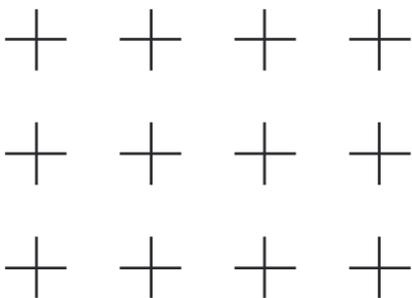
The Royal
Melbourne
Hospital

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Advancing
health
for everyone,
everyday.

Could this be you?

Join The Royal
Melbourne
Hospital Team



Position Description

Executive Assistant

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.

OUR VISION

Advancing health for everyone, every day.

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.

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**

POSITION SUMMARY

The Executive Assistant will provide high-level administrative support to the Chief of Clinical Practice (CCP) and work collaboratively with the Executive Office Team by handling a variety of complex and confidential situations.

KEY ACCOUNTABILITIES

- Complex diary management and coordination of the daily schedules of the DCS, DCG and DMW including planning time for key events, meetings and written submissions.
- Prepare and distribute documentation and reports, e.g. agenda's, letters, memos, and presentations.
- Attend meetings for the purpose of taking minutes and managing committee / meeting documentation.
- Manage and respond to correspondence, telephone calls, emails and other communications for the DCS, DCG and DMW
- Support all academic activities of the CCP, including maintaining CV, NHMRC Sapphire profile, ResearchGate and ORCID profiles, publications library, relevant databases.
- Liaise with internal and external stakeholders including departments and agencies on behalf of the CCP.
- Provide administrative support to committees relevant to the role of the CCP.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Support travel planning and financial reconciliation for CCP.
- Prepare high quality presentations, reports and briefings.
- Assist staff within the organisation with their enquiries and provide assistance and direction.
- Support the Executive office team to ensure the office is well covered at all times.
- Provide administrative support for the delivery of projects under the direction of the CCP.
- Coordination of administrative tasks associated with business processes.
- Comply with RMH and OSP confidentiality requirements at all times.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Work in your scope of practice and seek help where required.
- Work collaboratively with colleagues across all RMH, OSP and Orygen teams.
- The incumbent may be required to perform other duties as directed.

KEY RELATIONSHIPS

Internal

External



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- Orygen Executive Leadership Team
 - Orygen Clinical Leadership Team
 - Office of the Chief of Clinical Services and Operations
 - Direct reports to the CCP
 - Orygen Company Secretary
 - Orygen Executive Assistants
 - Orygen staff
 - CCP's research team and collaborators
 - RMH Executive and Executive Assistants
 - Mental Health Executive Assistants
 - Victorian Government Departments of Health, Justice and Community Safety, and other stakeholders
 - The University of Melbourne
 - headspace National Youth Mental Health Foundation
 - National and international academic networks
 - Other Health Services/Stakeholders
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KEY SELECTION CRITERIA

Essential:

- A tertiary level qualification
- Comprehensive experience in an Executive Assistant position.
- Excellent interpersonal skills, concise written and verbal communication skills, and professional manner.
- Demonstrable computer skills with all Microsoft programs, and ability to learn other computer database programs.
- Ability to influence and negotiate.
- Ability to handle a variety of complex and confidential situations.
- A proven ability to manage competing tasks and prioritise workload.
- Excellent organisational skills to meet deadlines, adaptability, and ability to manage multiple priorities in a fast-paced environment and attention to detail.
- High-level problem-solving skills and an ability to undertake self-directed tasks.
- A proven ability to anticipate potential problems and utilise high-level problem solving skills as well as the ability to undertake self-directed tasks.
- Demonstrated initiative and ability to work both independently and collaboratively within a team in a fast-paced environment.
- Critical thinking skills and skill in organising information, resources and establishing priorities.
- A high level of maturity, sound judgement and discretion
- A high standard of customer service to internal and external stakeholders
- A high level of maturity of judgement and discretion
- A commitment to ongoing personal and professional development.
- A Working with Children check.
- Melbourne Health will organise a Police Check prior to commencement of employment.

Desirable:

- Several years of experience working in the health sector.
 - Experience in using the University of Melbourne THEMIS system.
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- Experience in using the NHMRC Sapphire system.
- Experience in a medical research/health and/or university/tertiary environment
- Experience or knowledge of the purpose and conduct of scientific research.
- An understanding of the research publication process and of research publication categories and definitions

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values - putting people first, leading with kindness and achieving excellence together.
- 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

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.
- 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.

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.

Employee Signature

Employee Name (please print)

/ /

Date