



## POSITION DESCRIPTION

**Department of Medicine and Department of Radiology**  
Melbourne Medical School  
Faculty of Medicine, Dentistry and Health Sciences

### Department Manager

<b>POSITION NO</b>	0037695
<b>CLASSIFICATION</b>	Senior Manager 1
<b>SALARY</b>	An attractive remuneration package to be negotiated
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Susan Bradley, Talent Partner, Senior Professional Recruitment Email <a href="mailto:susan.bradley@unimelb.edu.au">susan.bradley@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)



## ***Acknowledgement of Country***

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

## ***Position Summary***

Reporting to the School Manager and collaborating in a strategic business partnership with both the Head of the Department of Medicine and the Head of the Department of Radiology, the Department Manager for Medicine and Radiology has responsibilities for providing effective leadership and professional services to enable our teaching and research to take place efficiently, effectively, and safely.

Working within a self-directed framework, the Manager will lead the overall operational performance of the education, research, financial and business services activities across both departments, ensuring consistency with the operating models of the School, Faculty and University.

The Department of Medicine and the Department of Radiology undertake clinical and biomedical research, translate research outcomes, and engage in postgraduate and undergraduate teaching at University of Melbourne teaching hospitals. The departments are located across the following sites:

- Austin Health: Austin and Repatriation hospitals, Melbourne Brain Centre (Heidelberg)
- Northern Health (Epping)
- Royal Melbourne Hospital (Parkville)
- St Vincent's Hospital (Fitzroy)
- Western Health: (Sunshine and Footscray Hospitals (St Albans and Footscray))

The departments have strong research programs in neurosciences, cardiology, diabetes and endocrinology, musculoskeletal disorders, ageing, infection and immunity, international health, critical care including anaesthesia, emergency medicine and intensive care, cancer, clinical and community-based epidemiology and clinical trials for new therapies and devices. With a large proportion of our academic staff holding appointments at one or more of these health services, the departments effectively translate cutting-edge and innovative research to clinical outcomes leading to world-leading clinical care and community impact.

The Manager is the most senior professional staff member across both the departments of Medicine and Radiology and is responsible for the daily management of their operations. The

Manager contributes to and promotes, the achievement of the strategic and operational goals of both departments. Additionally, the Manager is responsible for the development and implementation of systems, policies and procedures, as well as the management of resources to ensure the effective and efficient functioning of these departments.

The position's responsibilities extend not only to the management of Medicine and Radiology but also to their roles as academic departments within the Melbourne Medical School (MMS) and the Faculty of Medicine, Dentistry & Health Sciences (FMDHS).

## ***1. Key Responsibilities***

### **1.1 PLANNING AND POLICY**

- ▶ As a key member of the senior leadership team provide strategic advice and support to the Heads of Department and Executive team in a broad range of areas relating to the Department's business.
- ▶ Act as the lead for business development, planning, financial and strategic frameworks on behalf of the Heads of Department to ensure collaborative and transparent planning structures. Ensure that School, Faculty and University priorities are understood, and factored into Department planning activities.
- ▶ Work closely with the Heads of Department and the School Manager in the development and implementation of the strategic and operational planning processes, monitor progress throughout the year, evaluate outcomes and make recommendations for change.
- ▶ Ensure effective Department governance structures and processes are in place and are followed. Contribute to School level governance through membership and/or participation in relevant committees and working groups.
- ▶ Assist in identifying and directing strategic projects that support high-level Department, School and Faculty initiatives.

### **1.2 HUMAN RESOURCES**

- ▶ Ensure effective human resource (HR) management of the Department's staff, providing high level advice and support to the Heads of Department, Executive and supervisors on HR matters including workforce planning; performance management and development plans; recruitment and selection strategies and personnel management.
- ▶ Provide vision, role clarity and development opportunities for professional staff to create an engaged workforce with a commitment to the provision of quality of service and continuous improvement.
- ▶ Effectively motivate, coach and manage staff to achieve goals. Ensure (or liaise with line managers of professional staff to ensure) staff are provided with clear performance expectations and regular feedback, addressing poor performance and nurturing and rewarding high performance.
- ▶ Undertake probationary and performance management processes and hold regular conversations with staff to provide positive and constructive feedback to enhance staff and team performance.

### **1.3 FINANCIAL AND RESOURCE**

- ▶ Work with the School in the development and preparation of the Department's annual budgets, providing advice and recommendations to the Heads of Department.
- ▶ Provide effective leadership and management of the Department's financial position, overseeing budget monitoring and reporting processes, making recommendations for remedial actions in the event of budget anomalies.
- ▶ Take a lead role in the management of Department resources, and the optimal utilisation of University services to deliver the best possible outcomes for the Department. Act as an advocate within Department for the responsible allocation of resources.
- ▶ Oversee and facilitate financial management of research funds, working with finance representatives to provide advice both pre and post award to research group leads, enabling appropriate fiscal management of all research projects.
- ▶ Develop business proposals for funding and work with colleagues across the University in promoting the growth and financial viability of the School.
- ▶ Assist to identify, develop and coordinate promotional and/or recruitment activities such as career events, open days and community seminars in conjunction with key School, Faculty and University staff members.

#### 1.4 STAKEHOLDER ENGAGEMENT

- ▶ Ensure effective communication is provided to all Department staff, developing strong relationships and open channels of communication.
- ▶ Maintain a strong working relationship with other Department Managers, Precinct Managers, as well as senior School and Faculty Managers to support a work environment that promotes collaboration, joint planning, and the sharing of knowledge.
- ▶ Develop strong and collaborative relationships with internal and external stakeholders including the University of Melbourne Medical Students' Society, external health services and accreditation stakeholders.

#### 1.5 COMPLIANCE AND QUALITY ASSURANCE

- ▶ Support and advise the Heads of Department in relation to compliance issues across a broad range of areas including human resources, finance, legal, student administration and research.
- ▶ Oversee compliance and quality assurance management in line with requirements under the University's risk management policy. Ensure policy compliance and effective dissemination of relevant policy and compliance communication across the Departments.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ Appropriate postgraduate qualification in a related discipline together with extensive experience, or an equivalent combination of relevant experience and/or education/training
- ▶ Extensive relevant management experience in large and complex organisations, preferably within a higher education, research or health-related organisation
- ▶ Excellent interpersonal skills including a high level of empathy, equanimity and emotional intelligence. Reflective listener committed to self-leadership.

- ▶ Exemplary stakeholder management skills; demonstrated capacity to influence and communicate effectively with senior leaders and staff in clinical and research settings across diverse locations and disciplines.
- ▶ Strong financial acumen. Direct experience in monitoring large and complex budgets, ideally within research intensive environments. Demonstrated track record of ethical decision-making, ensuring accountability and transparency regarding all financial transactions.
- ▶ High level problem-solving and analytical capability as demonstrated within complex organisations. Track record of addressing complex human resources and operational issues promptly and comprehensively.
- ▶ Team player with demonstrated capacity to work collegially at an executive level and across shared services portfolios. A keen awareness of the interdependencies within a large publicly funded, service-oriented organisation.
- ▶ Demonstrated experience in developing and implementing strategic and operational business plans, including business continuity, risk management and occupational health and safety frameworks.

## 2.2 OTHER JOB RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ Occasional work out of ordinary hours, travel, etc.
- ▶ The incumbent will be required to travel to metropolitan, regional and rural department locations.

## 3. Job Complexity, Skills, Knowledge

**-- PROFESSIONAL STAFF ONLY --**

### 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Department Manager operates within a broad framework defined by the School and Department's strategic plan and long-term goals and by each Head of Department, advised by its various committees. Within this framework the incumbent is expected to resolve problems related to the running of the Departments and to initiate action that will benefit the Departments and Precinct. The occupant has the autonomy to make assessments and decisions related to a diverse range of people and activities within the School.

Line management and broad supervision is provided by the School Manager, and the Department Manager is expected to work independently and autonomously on the achievement of objectives of the role.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

The Department Manager is expected to make good decisions based on quality information and be able to develop alternative courses of action if required. The incumbent will be required to exercise well-developed analytical, investigative and reporting skills to manage complex issues and situations across a range of activities, with discretion and sensitivity. High level judgement, diplomacy, advocacy and excellent

problem-solving skills are required in order to develop strategic and innovative solutions to complex problems, within an environment of competing priorities and resource constraints.

The incumbent is expected to identify, evaluate and present practical alternative solutions to a range of problems in financial, human, and other resource areas. The ability to recognise consequences and outcomes of advice, decisions or actions taken, and confidentiality is essential to this position.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Department Manager has a broad knowledge base with regard to the School, the wider University environment, the research sector, external funding bodies and Higher Education and Health Services sector in general. The Manager plays a pivotal role in strategic planning, program evaluation and resources management. This requires an understanding of the role of both the Department of Medicine and Radiology in a broader School and regional context. A thorough understanding and ability to communicate specialist and complex information in which the Department and Precinct operate is essential

The incumbent distils information from multiple sources and provides input on possible trends or issues which may impact on the Department, School, and the Faculty. The incumbent must have a willingness to work with changes in systems, or processes.

The position requires a range of high-level interpersonal skills that inspire confidence and enable all staff to work effectively within a collegial, team environment, and be recognised for their achievements.

### 3.4 RESOURCE MANAGEMENT

The Head of Department has ultimate responsibility for the financial and capital resources of the Department. However, the Manager is expected to make independent decisions regarding the deployment of the resources for which they are accountable and to provide high level advice and develop recommendations for the respective Head of the Department of Medicine and/or Head of Department of Radiology for consideration and implementation.

The incumbent will lead and motivate professional staff ensuring that services are delivered at a high standard. The incumbent is also required to be able to solicit cooperation from staff that do not report directly to this position, which requires a consultative style, and an ability to build common respect and understanding.

## 4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and

inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

## **5. Occupational Health and Safety (OHS)**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## **6. Other Information**

### **6.1 DEPARTMENT OF MEDICINE**

<https://medicine.unimelb.edu.au/school-structure/medicine>

The Department of Medicine is a large and diverse department in the Melbourne Medical School that undertakes research, postgraduate and undergraduate teaching within the University of Melbourne teaching hospitals. The Department of Medicine provide high quality academic services across a broad range of clinical, educational and research activities at the Royal Melbourne Hospital, St Vincent's Hospital, Austin Health, Western Health and Northern Health. In addition, there is a strong focus on clinical trials research as well as innovative interfaces between tertiary healthcare and cutting-edge research.

The objectives of the Department of Medicine are to provide clinical and research leadership from the interface of basic science and clinical medicine across the medical disciplines, to teach undergraduate and postgraduate students, to perform high quality research, and to provide leadership in national medical and scientific bodies. The Department has students enrolled in Bachelor of Science (Hons), Master of Biomedical Science, Master of Medicine, Doctor of Medicine and Doctor of Philosophy students. The Department also regularly hosts students for research training on exchange from other Australian and International Universities.

Staff of the Department include clinical academics, research fellows, research assistants, administrative personnel across the various teaching hospitals. As of December 2023, the Department has 193 fixed term and continuing staff (headcount). The Department is also grateful for its 468 honorary staff who contribute to and help to successfully deliver the teaching and research activities of the Department. The Department is committed to



establishing and maintaining a workplace culture consistent with the Faculty values of Respect, Accountability, Compassion, Collaboration and Teamwork, and Integrity.

## 6.2 DEPARTMENT OF RADIOLOGY

[www.medicine.unimelb.edu.au/school-structure/radiology](http://www.medicine.unimelb.edu.au/school-structure/radiology)

The Department of Radiology was the first University Department of Radiology in Australia, established in 1965 with the appointment of William S C Hare as the Foundation Edgar Rouse Professor.

The Department delivers teaching for students enrolled in the Melbourne Medical School's flagship course, the Doctor of Medicine, and offers the Master of Medicine (Radiology) to trainees in accredited Radiology training positions across Victoria. It has a presence across University of Melbourne teaching hospitals including Austin Hospital, Mercy Hospital, Peter MacCallum, Royal Children's Hospital, Royal Melbourne Hospital, Royal Women's Hospital, St Vincent's Hospital, and Western Hospital. The Department also includes the Melbourne Brain Centre Imaging Unit (MBCIU) in the Melbourne Brain Centre hosting a state-of-the-art PET-CT scanner and 7T MRI scanner.

The Department offers the highest quality of clinical care in medical imaging, collaborative research and clinical trial opportunities for our patients and radiologists, and unparalleled educational experiences for students and professionals in radiology. Areas of special expertise include: neurointerventional radiology, vascular and non-vascular intervention, hepatobiliary imaging and intervention, oncological diagnosis, trauma radiology, breast imaging, musculoskeletal imaging, as well as general and vascular ultrasounds.

## 6.3 MELBOURNE MEDICAL SCHOOL

[www.medicine.unimelb.edu.au](http://www.medicine.unimelb.edu.au)

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. MMS is ranked 14th in the world (Times Higher Education World University Rankings 2022 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

Under the leadership of Professor Sarath Ranganathan, MMS spans all major fields of medicine and is comprised of thirteen clinical departments:

- Baker Department of Cardiometabolic Health;
- Clinical Pathology;
- Critical Care;
- General Practice and Primary Care;
- Infectious Diseases;
- Medical Education;
- Medicine;
- Obstetrics, Gynaecology and Newborn Health;
- Paediatrics;

- Psychiatry;
- Radiology;
- Rural Health; and
- Surgery.

MMS has more than 1,200 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. Staff are privileged to work alongside more than 2,076 honorary appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of \$165 million, the School's research effort is highly collaborative, spanning research programs from basic to translational. The School has research collaborations across the 47 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as nationally and internationally. These partnerships enable medical advances to impact healthcare delivery as rapidly and seamlessly as possible.

The School's flagship Doctor of Medicine (MD) degree was the first Masters level entry-to-practice qualification of its kind developed in Australia, setting a new benchmark in medical education. Now, the new curriculum launched in 2022 has created more responsive, modular, technology-enhanced learning for state-of-the-art curriculum delivery. Continuous research and discovery options, and an ability to tailor the degree, allows each student to gain deeper experience in areas of greatest interest. The MD Rural Pathway offers students the opportunity to undertake their entire program in rural Victoria, with a \$6.5 million expansion of facilities in Shepparton to accommodate this. There is also an expanded range of joint degree pathways on offer. The School utilises the Department of General Practice and Primary Care's continually expanding network of general practitioners and primary healthcare providers in the community to ensure that MD students are also provided with quality community-based medical education.

In addition to the MD, MMS has an ever-expanding portfolio of other vocationally oriented programs. These teach research skills, leadership and continuing professional development in specific disciplines. An emphasis on the clinician-scientist career trajectory – with training, support and ongoing career pathways at graduate and postgraduate levels – is central to the School's development of future leaders in all aspects of healthcare, education, research and policy. MMS has over 600 higher degree by research candidates located both within Departments and across its network of partners.

School staff and honorary appointees lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service. The School also offers a range of initiatives and programs in support of its diverse and inclusive culture:

<https://medicine.unimelb.edu.au/about/diversity-and-inclusion>

MMS is always looking to recruit talented individuals across a wide range of medical disciplines which include leadership roles. This presents a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

## 6.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

<https://mdhs.unimelb.edu.au/>

The Faculty of Medicine, Dentistry and Health Sciences is Australia's pre-eminent medical, health sciences and biomedical faculty and is recognised for its research, teaching, training, and policy leadership across all these fields.

The Faculty employs more than 3,000 staff, attracts more than 8,300 students each year and comprises six schools; 37 departments, centres and institutes; and 160 courses.

A large portion of our workforce work in hospital-based departments. We also have over 5,000 honorary staff including hospital-based staff and those in partner research institutes. Our people publish more than 10,000 peer reviewed publications every year and more than 50% of these include an international co-author.

In 2022 our research income was approximately \$400M, comprising over 62% of research income for the University of Melbourne and conducting approximately 47% of all research across the University.

We are Australia's overall leader in clinical and health, ranked 20<sup>th</sup> globally in 2024 by the Times Higher Education World University Rankings.

The University educates more health professionals, graduates, research and higher degree students and attracts more national competitive funding than any other Australian university. The Faculty offers a suite of professional entry masters level graduate programs, including the Doctor of Medicine (MD), the Doctor of Dental Surgery (DDS), and the Doctor of Physiotherapy (DPT) in addition to a range of graduate level programs such as the Master of Public Health, Master of Primary Health Care, Master of Social Work, Master of Clinical Audiology, Master of Speech Pathology, Master of Clinical Optometry, and many more in nursing, social work, health sciences and psychology.

Over 1,400 graduate research students conduct research supervised by over 2,300 staff and honoraries across the Faculty's six schools and in affiliated health services and research institutes. University departments are embedded in a range of health services including the Austin Hospital, Northern Hospital, The Royal Melbourne Hospital, St Vincent's Hospital, The Royal Women's Hospital, The Royal Children's Hospital, Western Hospital, Mercy Hospital and rural partners such as Goulburn Valley Health.

Our strategic plan, Advancing Health 2030, sets out a unifying vision for the Faculty to meet the challenges of a changing world and continue to make an impact on the health and wellbeing of our communities. The strategy has been designed to support and bring to life the University's overall Advancing Melbourne strategy. Read more at <https://mdhs.unimelb.edu.au/advancing-health-2030>

## 6.5 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

## 6.6 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

## 6.7 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>