

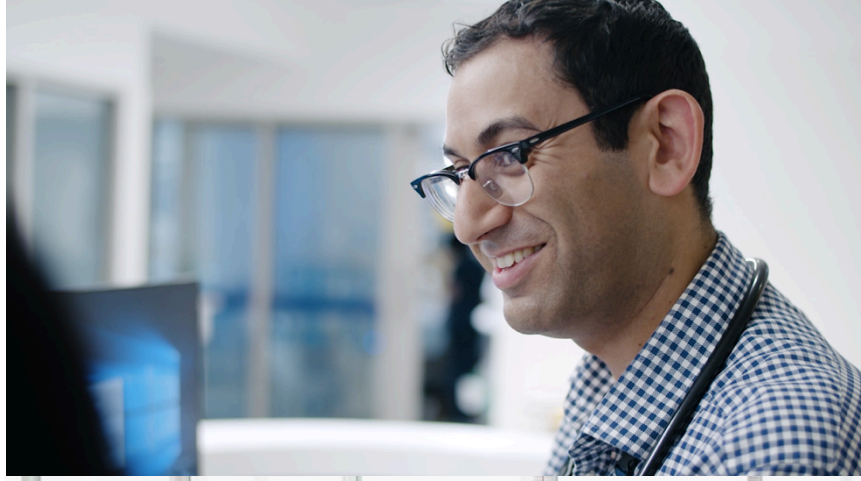


**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**





THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. 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:



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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 Description

Position Title:	Executive Officer – RMH Neuroscience Foundation
Service:	Neuroscience / Medical Services
Location:	RMH City Campus
Reports To:	Directors of Neurology and Neurosurgery; Board of Trustees of the Foundation
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021–2025
Classification:	
Employment Status:	
Immunisation Risk Category:	Category C
Date of Review:	November 2024

POSITION SUMMARY

The Royal Melbourne Hospital Neuroscience Foundation was established in 1992, to raise funds to support all forms of research and clinical activities of the Neurosciences at The Royal Melbourne Hospital and University of Melbourne. It has developed and expanded to support a world-renowned neuroscience research centre and a leading organisation investigating the causes, complications, treatment and prevention of all brain and spine diseases, including brain tumour, epilepsy, stroke, multiple sclerosis, movement disorders and dementia.

The Foundation's administration is led by the Executive Officer (EO) who provides leadership to the two Foundation staff and reports to the Board of Trustees.

The EO manages the day-to-day operations of a leading hospital-based charitable foundation undertaking clinical neuroscience research and educational projects, including clinical trials, with 50 -100 projects underway at any one time.

Activities include strategic direction and review of research, oversight of clinical trial finances and related documentation, reporting, and interacting with all necessary internal departments and external entities. The EO should set the direction for the Foundation in



collaboration with the Board of Trustees, ensure the high functioning of Foundation staff and have oversight of sound ethical and financial management of Neuroscience Foundation related research.

Accountabilities can be summarised as development and strategy, financial management, staff management, sponsor communications, research project management, donor interactions, event oversight, administrative support to the Board and sub-committees, business reporting of a charitable organisation, and supporting associated organisations.

KEY ACCOUNTABILITIES

This dynamic role is a combination of operations, finance, strategy, fundraising and business development. Reporting to the Board of Trustees, the EO provides leadership and strategic direction to the organisation and engenders a cooperative team environment.

Responsibilities include:

- Leadership and strategic development of the Foundation
 - Supervise staff in the day-to-day research operations of the Foundation;
 - Support researchers with grant applications and project agreements;
 - Oversee/supervise financial management and accountability;
 - Manage the responsibilities for the employment of research and administrative staff funded by the Foundation, in conjunction with Melbourne Health People & Culture;
 - Oversight of planning and management of events run by the Friends of the Foundation and other fundraising opportunities;
 - Develop and implement new policies, systems and processes to improve the management of research throughout the Foundation and Melbourne Health.
 - Develop relationships with external funding bodies and individual donors to enhance sponsorship and donor support.
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KEY RELATIONSHIPS

Internal

- Foundation administration and research staff
- Office for Research
- Hospital based clinical support services
- Medical Workforce and People & Culture at Melbourne health
- Departments of Neurology and Neurosurgery
- RMH Communications
- RMH Foundation
- RMH Finance

External

- Board of Trustees of the Foundation
- Sponsors and Donors
- Clinical research organisations
- Media
- Research funding bodies, local and international
- Regulatory bodies
- External service providers

Roles Reporting to this Position

- Contract and Finance Manager
- Fundraising and Events Co-ordinator
- Other Melbourne Health research staff managed by the Foundation

KEY SELECTION CRITERIA

Formal Qualifications:

- Tertiary qualifications and experience in finance, health sciences, medical administration or research management.

Essential:

- Strong strategic and general management skills
- Demonstrated managerial or team leadership experience and/or leadership potential
- Problem solving, critical thinking and persuasive skills
- Experience managing budgets
- Computer literate with all MS Office applications, web-based databases, MYOB or similar and ability to learn new software applications.
- Demonstrated ability to be innovative, resourceful and adaptive to change
- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together

Desirable:

- An understanding of the clinical aspects of medicine and medical research
- Demonstrated success in growing a business
- Experience developing and managing significant research projects



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- Clinical trial experience
 - Data management,
 - Experience or knowledge of the not-for-profit sector
 - Expertise in advertising and promotion and a creative background
 - Self-motivated and highly organised with proven ability to prioritise and multitask
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MELBOURNE HEALTH GENERIC 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
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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.
- 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
