

POSITION DESCRIPTION

Position Title:	Head of Unit - Thoracic Surgery
Business Unit: Department/Unit:	Surgery - Thoracic Surgery
Division:	Surgery, Endoscopy & Anaesthesia Services
Award/Agreement:	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
Classification:	HN16 to HN59
Reports To:	Director of Surgery
Direct Reports:	Unit medical employees
Date Prepared/Updated:	15 December 2025

Position Purpose

The Head of Unit for Thoracic Surgery is responsible for providing effective leadership to both senior and junior medical staff to ensure the delivery of high-quality clinical care for patients at Western Health. The role encompasses the supervision, education and ongoing training of Junior Medical Staff, the support and promotion of relevant research and quality improvement activities, and active contribution to Western Health's Strategic Priorities, medical workforce requirements and activity and budget targets.

Unit Overview

The Thoracic Surgical Unit is responsible for providing both planned and emergency surgical care for patients who require thoracic surgical services at Western Health. These services are those within the scope of practice of thoracic surgeons credentialed by Western Health. The unit is supported by a SET trainee shared across units.

The Thoracic Surgical Unit exists within the Division of Surgery, Endoscopy and Anaesthesia Services (SEAS). The Head of Unit reports to the Director of Surgery. The Director of Surgery reports to the Clinical Services Director and Divisional Director of SEAS.

The SEAS Division provides surgical and endoscopic services for all Western Health campuses according to individual campus service capability. The current physical location of the Thoracic Surgical Unit is at the Footscray campus.

Key Responsibilities

To provide clinical leadership for the specialty of Thoracic Surgery at Western Health by:

- Ensuring medical staff are appropriately registered, credentialed and are working within scope of practice.
- Assuming responsibility for quality perioperative patient care in collaboration with the perioperative multidisciplinary team.

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- Ensuring that clinical procedures are performed to national standards and in accordance with Western Health procedures.
- Ensuring clinical audits occur and that outcomes and improvement plans are documented and tracked.
- Providing consistent and appropriate leadership and supervision to unit Junior Medical Staff.
- Ensuring awareness of clinical experience and proficiency of junior medical staff delegated to deliver care and to provide supervision for and be accountable for the care delivered.
- Providing consistent and appropriate leadership, oversight and guidance to unit Senior Medical Staff.
- Performing and documenting professional development review meetings with unit Senior Medical Staff at least annually.
- Participating in the development, implementation and revision of treatment procedures and ensuring best practice standards through the utilisation and development of clinical procedures and guidelines.
- Actively contributing to Western Health's ongoing development, i.e. through involvement in hospital wide activities, national and/or international organisations
- Participating in service planning including the development of business cases, setting of targets, workforce planning and determining resource requirements and improvement priorities for the service.
- Ensuring the ability to receive and return organisational relevant information and communication through phone, text, voicemail, Western Health email or other applications.
- Ensuring the on call roster is covered and that the in and out of hours provision of service is achieved.
- Overseeing, monitoring and responding to KPIs as they relate to the unit, including clinical audit, morbidity and mortality as well as other access and quality indicators.
- Working with the Divisional executive team to oversee the management of the unit's budget and strategic and financial planning that aligns with Western Health's strategic plan and accountabilities.
- Complying with Western Health policies and procedures.
- Acquiring and maintaining relevant computer and technology skills to effectively utilise Western Health's information technology infrastructure.
- Maintaining personal skills and qualifications in accordance with continuing certification requirements of relevant medical college or other body.
- Performing other appropriate duties as delegated by the Executive Director Medical Services, Divisional Director, Clinical Services Director or Director of Surgery.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Other Senior Medical Staff
- Nursing and Allied Health Staff
- Patient Support and Administrative Staff
- Medical Workforce Unit Management
- Emergency department
- Unit/ Department Heads
- Clinical Services Directors
- Divisional Directors
- Executive Director Medical Services

External:

- GP's
- Community Health Agencies
- Other Senior Medical Staff

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Selection Criteria	
Essential: <ul style="list-style-type: none"> • Current registration with the Australian Health Practitioners Regulation Agency • Fellowship of the Royal Australasian College Surgeons • Proven clinical skills and experience. • Relevant management experience • Experience in the support and supervision of junior medical staff • Well-developed communication skills in interactions with relevant clinical, administrative and executive staff as well as patients and carers • A high level of ethics regarding patients, colleagues and the organisation • Skill and maturity in problem solving, negotiation and conflict resolution. • A high-level ability to make decisions and support rationale, clearly communicate decisions to relevant parties. • Maintains confidentiality of patient, institutional and staff information • The ability to analyse own performance in accordance with position expectations. • The ability to develop goals and implement plans to meet those goals. • Participation in and contribution in organisational committees, teams and projects in keeping with the organisation's strategic goals. • Seeks out and is receptive to feedback from co-workers at all levels for the purpose of growth in the role. Desirable: <ul style="list-style-type: none"> • Demonstrated research skills. • Knowledge of health issues in relation to Western Health's catchments • Acknowledgement of Western Health strategic themes 	
Leadership Capabilities	
Leadership Capability	Definition
Customer focus	Building strong customer relationships and delivering customer-centric solutions
Decision quality	Making good and timely decisions that keep the organisation moving forward
Directs work	Providing direction, delegating, and removing obstacles to get work done
Ensures accountability	Holding self and others accountable to meet commitments
Collaborates	Builds partnerships and works collaboratively with others to meet shared objectives
Interpersonal savvy	Relates openly and comfortably with diverse groups of people
Builds effective teams	Builds strong-identity teams that apply their diverse skills and perspectives to achieve common goals
Communicates effectively	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
Courage	Steps up to address difficult issues, saying what needs to be said
Situational adaptability	Adapts approach and demeanour in real time to match the shifting demands of different situations

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<p>Additional Requirements</p> <p>All employees are required to:</p> <ul style="list-style-type: none"> • Obtain a police/criminal history check prior to employment. • Obtain a working with children check prior to employment (if requested) • Obtain an Immunisation Health Clearance prior to employment. • Report to management any criminal charges or convictions you receive during your employment. • Comply with relevant Western Health clinical and administrative policies and guidelines. • Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures. • Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health. • Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health. • Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health • Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act regarding the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008. • Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.
<p>General Information</p> <ul style="list-style-type: none"> • Redeployment to other services or sites within Western Health may be required. • Employment terms and conditions are provided according to relevant award/agreement. • Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace. • Western Health is committed to Gender Equity. • Western Health provides support to all personnel experiencing family and domestic violence. • This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs. • Western Health is a smoke free environment.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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