

POSITION DESCRIPTION

Position Title:	Head of Unit
Business Unit/Department:	Endocrinology and Diabetes
Division:	Western Health at Home
Award/Agreement:	Medical Specialists - VPHS - AMA Victoria Single Interest Employers Enterprise Agreement-2022-2026
Classification:	HN64
Reports To:	Clinical Services Director
Direct Reports:	Consultant Endocrinology Staff and Junior Medical Staff
Date Prepared/Updated:	3 September 2025

Position Purpose
To provide clinical, management and research leadership of the Endocrinology and Diabetes Unit.
Business Unit Overview
<p>The Division of Western Health at Home provides a comprehensive range of inpatient, clinic-based and home-based services. Our multidisciplinary workforce of over 1,000 employees comprises medical, nursing, pharmacy, allied health, and administrative staff. Western Health at Home services provide care from all Western Health campuses and within patients' homes, including residential aged care, supported accommodation and the custodial setting. The division is rapidly expanding to meet the needs of the community through the delivery of innovative, integrated, and patient-centred care.</p> <p>Western Health at Home services support patients across the continuum of care with a primary objective to support patients to live healthier days at home. Our breadth of services, clinics and units work collaboratively to reduce avoidable hospital presentations and support early and sustainable hospital discharges. Through multidisciplinary service delivery, integration with primary care, research and clinical trials, our division supports the detection, management and secondary prevention of chronic disease.</p> <p>The division's medical specialities include Renal, Endocrinology and Diabetes, Diabetes Foot Unit, Geriatric Medicine and the General Practice (GP) Integration Unit. Western Health at Home provides a range of acute and subacute services that deliver hospital-level care within the comfort of a patient's home. These services include Hospital in the Home, Rehab at Home, GEM at Home,</p>

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Community-Based Transition Care Program and Dialysis at Home, which deliver healthcare that would otherwise be provided within an inpatient setting.

Western Health at Home's breadth of community-based care and speciality assessment clinics provides comprehensive care to support the management of chronic disease. The division has chronic dialysis units located at all Western Health main campuses and acute units at Sunshine and Footscray Hospital. Western Health at Home manages a primary healthcare service within Dame Phyllis Frost Centre, a maximum-security women's prison located in Melbourne's west.

Key Responsibilities

Clinical Leadership:

- Providing direct clinical oversight and support to Endocrinology staff, ensuring adherence to best practices and quality standards in patient care.
- Assume oversight of quality patient care in accordance with the care model of the ward/unit, ensuring that clinical procedures are performed in accordance with Western Health policy and procedure.
- Ensure awareness of clinical experience and proficiency of consultant physicians and junior medical staff delegated to deliver care and provide supervision for, and be accountable for, the care delivered.
- Lead by example in the delivery and promotion of high-quality clinical care to all patients
- Help to ensure that the clinical expertise of clinicians working within the unit, for safe and effective patient care, by for example:
 - Undertaking performance development appraisals of consultant staff.
 - Supervise and provide oversight of a Clinical Lead Portfolio within the Unit.
 - Assist with the recruitment and interviewing of Advanced Trainees.

Operational Management:

- Participate in resolving problems in care and ensure that the Operations Manager and Clinical Service Director are aware of relevant issues and problems.
- Comply with Western Health financial systems, policies and processes.
- Be jointly accountable for length of stay performance and for waiting list management.
- Identify business opportunities through available funding streams and develop and prepare business cases to optimise funding opportunities and business development.
- Work with the Divisional Leadership Team in the development and monitoring of financial risk reduction and identify and implement strategies for cost control.

Quality Improvement and Risk Management:

- Analyse and use data to guide decisions and evaluate outcomes.
- Participate in the development, implementation and revision of treatment protocols and clinical guidelines to promote and ensure best practice standards.
- Ensure that consultations, treatment, care plans and other clinical management are delivered and documented to support ongoing care and communication and to meet medico-legal requirements in accordance with Western Health policy and procedure.
- Actively participate in departmental or organisational-wide quality and credentialing processes, including clinical work review groups

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- Build networks and participate in benchmarking to seek and share information to assist in developing best practices.
- Identifying and mitigating potential risks to patients and staff, ensuring compliance with regulatory requirements.
- Ensure adherence to Statutory Duty of Candour requirements, including leading open disclosure when required.
- Participate in reviewing RiskMAN incidents and SAPSE review and investigations within and outside the division if required.

Strategic Planning:

- Participate in developing department and personal priority goals and objectives consistent with the mission, philosophy and strategic plan of the organisation.
- Participate in departmental strategic and financial planning.

Research and Innovation:

- Actively engage and develop investigator-initiated research within the unit in collaboration with the Deputy HOU and Research Lead within the Unit.
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.

Workforce Development:

- Participate in the maintenance and improvement of a work climate which is conducive to positive morale and employee growth, development and retention.
- Participate in clinical teaching and professional development of junior medical staff, medical students and students of all health professions and disciplines, including involving students in clinical care.
- Maintain personal qualifications in accordance with continuing certification requirements of the relevant medical college or other body.

Collaboration and Communication:

- Actively contribute to Western Health's ongoing development through involvement in hospital-wide activities and national and/or international organisations
- Ensure continuity of care by communicating appropriately with other practitioners, including community general practitioners
- Work collaboratively and respectfully with multi-disciplinary team members to achieve desired outcomes for patients through effective communication and attendance and participation in unit and site clinical meetings.
- Participate in hospital-provided professional development activities and keep up to date with relevant developments in clinical and hospital practice.

Other:

- Maintain personal qualifications in accordance with continuing certification requirements of the relevant medical college or other body.
- Ensure that any dealings with the media are approved and in accordance with policy, procedure and privacy legislation.

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- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting job performance.
- Demonstrate a caring and empathetic approach towards patients and staff at all times.
- Manage and operate in accordance with Western Health policies and procedures in all matters relating to recruitment, performance monitoring and management and compliance with mandatory training.
- Ensure the ability to receive and return organisational relevant information and communication through phone, and/ or voicemail and email within time limits set by the organisation.
- Acquire and maintain sufficient relevant computer/technology skills and utilise these to participate in services and communication offered by Western Health
- Undertake other duties and instructions as provided by the Clinical Services Director
- Undertake other duties as delegated by the Clinical Services Director or Divisional Director
- 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:

- Deputy Head of Unit
- Senior Medical Staff and other Heads of Unit/Department Heads
- Clinical Services Director
- Chief Medical Officer
- Directors of Medical Services
- Medical Workforce Unit
- Divisional Director
- Operations Managers
- Junior Medical Staff
- Nursing and Allied Health Staff
- Patient Support and Administrative Staff

External:

- GPs and Community Health Agencies
- Other Senior Medical Staff

Selection Criteria

Essential

- FRACP in Endocrinology and Diabetes
- Demonstrated experience in medical leadership

Desirable

- Five or more years of consultant-level experience in the public sector
- Experience in leading quality improvement and change processes in healthcare
- Undertaking or completed a higher research degree or higher degree in medical education, or evidence of equivalent achievement

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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). • 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 with regard to 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 the 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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

Date: [Click here to enter a date.](#)

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