

POSITION DESCRIPTION

Position Title:	Head of Unit, Gynaecology
Business Unit/Department:	Gynaecology
Division:	Women's & Children's Services
Award/Agreement:	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
Classification:	HM33 to HM41
Reports To:	Clinical Services Director; Divisional Director; Chief Medical Officer
Direct Reports:	Senior Medical Staff; Junior Medical Employees
Date Prepared/Updated:	August 13, 2025

Position Purpose

The role of the Head of Unit in Gynaecology is to provide leadership for consultant and junior medical staff to ensure that high quality clinical care is provided to the patients admitted at Western Health; to supervise and train Junior Medical Staff, and to support Western Health Strategic Priorities. This role will oversee the management of the unit financial budgets, medical staffing requirements and activity targets.

Business Unit Overview

Women's & Children's Services is responsible for the provision of in-patient and ambulatory care across maternity, gynaecology, neonatal and paediatric services. The division provides both elective and emergency care. Women's & Children's aims to ensure the provision of safe, coordinated, person-centred, right care through a consistent, multi-disciplinary partnership approach. Women's & Children's services at WH continues to expand and develop to meet the region's population growth, care complexities and demand. The service has seen significant growth over the last 4-5 years across all program areas in assisting to meet regional support requirements.

In 2024/25 in the Women's and Children's Divisions activity included more than:

- 7,983 total babies were born: on average 21-22 babies per day
- 7,199 babies were born at Sunshine Hospital
- 784 babies were born at Bacchus Marsh Hospital
- 1,512 neonates accessed Newborn Services
- 3,062 women accessed inpatient Gynaecology services
- 4,149 children were admitted
- 29,985 children were cared for in the Sunshine Hospital Emergency
- 160,208 episodes of ambulatory care were provided

The Division of Women's & Children's Services provides care across a number of sites within the Western

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catchment, predominantly at Sunshine, but also at Bacchus Marsh/Melton and Sunbury. The Division collaborates across a number of Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care.

The Division will continue to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.

The Department of Obstetrics and Gynaecology has over 40 specialists and 30 registrars. Whilst most specialists are general obstetricians and gynaecologists, subspecialty services include gynaecological oncology, urogynaecology (non-subspecialists), maternal fetal medicine, COGU, reproductive choices and infertility. There is a team of advanced laparoscopic surgeons and specialists with an interest in sexual and reproductive health, colposcopy, EPAS and adolescent gynaecology. We have over 55 theatre lists per month and gynaecological surgery is undertaken at both Joan Kirner (Sunshine campus) and Bacchus Marsh.

Key Responsibilities

- Ensure medical staff are appropriately registered, credentialed and working within scope of practice and that monthly clinical audits occur and are documented
- Assume responsibility for 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 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
- Analyse and use data to guide decisions and evaluate outcomes
- Participate in resolving problems in care delivery utilising a multidisciplinary approach
- Ensure discharge summaries requirements are met within a timely manner, ensuring GPs are contacted for discharged patients
- Ensure continuity of care by communicating appropriately with other practitioners including community general practitioners
- Ensure awareness of clinical experience and proficiency of junior medical staff delegated to deliver care and provide supervision for and be accountable for the care delivered
- Provide consistent and appropriate leadership and supervision to Junior Medical Staff
- Ensure that the care of all patients is handed over to the appropriate delegate or other suitable arrangements for follow up, including management of patient results is in place
- Oversee and lead by example in the delivery, management and promotion of high quality clinical care to all patients of Western Health
- In collaboration with the Divisional Director and Clinical Services Director, manage services to provide efficient models of care and to monitor activity, KPIs and budget performance
- Participate in the development, implementation and revision of treatment protocols and ensuring best practice standards appropriate to each department through the utilisation and development of clinical guidelines
- Actively contribute to Western Health's ongoing development, i.e. through involvement in hospital wide activities, national and/or international organisations
- Actively participate in departmental or organisational wide quality and credentialing processes, including clinical work review groups
- Participate in service planning as requested by the Unit/ Department Head and Clinical Service Directors including the development and setting of targets, resource requirements and improvement priorities for the service agreement.
- Participate in developing department and personal priority goals and objectives consistent with the mission, philosophy and strategic plan of the organisation
- Ensure that any dealings with the media are approved and in accordance with policy, procedure and privacy legislation
- Contribute to creating and maintaining a work climate which is conducive to positive morale and employee growth, development and retention
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance

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- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.
- Establish and maintain professional relationships with employees, other professional groups, units/departments and/or community agencies
- Build networks and participate in benchmarking to seek and share information to assist in developing best practices
- Demonstrate a caring and empathetic approach towards patients at all times
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in clinical practice.
- Participate in hospital provided professional development activities and keep up to date with relevant developments in clinical and hospital practice and policies
- Develop a research agenda within the service, including literature reviews, development of evidence based practices and the collation of data to publish or present results of this work each year
- 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 relevant medical college or other body
- Oversee the management of the department's budget and strategic and financial planning
- Comply with Western Health financial systems, policies and processes
- Maintain a high and accurate level of clinical and financial recording and ensure involvement in medical document audits
- Participate in the development and monitoring of financial risk reduction and identify and implement strategies for cost control
- Identify revenue opportunities through available funding streams and develop business cases to optimise opportunities and business development
- Be accountable for length of stay meeting or exceeding state averages and for waiting list management
- Manage and operate in accordance with Western Health Human Resource policy and practise in all matters relating to recruitment and employment
- 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
- Ensure oncall roster and in hours provision of service are achieved
- Oversee and monitor KPIs as they relate to the departments, including clinical audit, morbidity and mortality as well as other access and quality indicators
- Acquire and maintain sufficient relevant computer/technology skills and utilise these to participate in services and communication offered by Western Health
- Other duties as delegated by the Executive Director Medical Services

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, including Colorectal and Urological surgeons
- Nursing and Allied Health Staff
- Patient Support and Administrative Staff
- Medical Workforce Unit Management
- Unit/ Department Heads
- Clinical Services Directors
- Divisional Directors
- Executive Director Medical Services

External:

- GP's
- Community Health Agencies
- Other health services

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Selection Criteria

Essential:

- Current registration with the Australian Health Practitioners Regulation Agency
- Fellowship of the Royal Australian College of Obstetricians and Gynaecologists
- 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 in regards to 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
- Understanding of activity settings and budget management
- Maintains confidentiality of patient, institutional and staff information
- A commitment to professional development
- The ability to analyse own performance in accordance with position expectations.
- The ability to develop goals and implement plans to meet those goals.
- The continuing development of their own knowledge and skills
- 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

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunization 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 unauthorized 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 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, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement

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- 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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