

POSITION DESCRIPTION

Position Title:	Head of Unit
Business Unit/Department:	Rheumatology
Division:	Cancer, Cardiology & Speciality Medicine
Award/Agreement:	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
Classification:	HN16–HN59
Reports To:	Clinical Service Director
Direct Reports:	Unit medical employees
Date Prepared/Updated:	6 October 2025

Position Purpose

The role of the Head of Unit in Rheumatology is to provide leadership for Senior and Junior Medical Staff across Footscray Hospital, Sunshine Hospital and Sunbury Community Hospital to ensure that high quality clinical care is provided to the patients admitted at Western Health.

This role works closely with the Clinical Service Director (CSD) and Divisional Director (DD) to optimise clinical outcomes and performance through the application of quality systems and evidence-based practice. It is responsible for overseeing the supervision and training of Junior Medical Staff, supporting Western Health's Strategic Priorities, and managing the research unit, department financial budgets, medical staffing requirements, and activity targets.

Business Unit Overview

The Division of Cancer, Cardiology and Specialty Medicine provides comprehensive inpatient, ambulatory, outpatient, and community-based care, encompassing Cancer Services, Cardiology, and Specialty Medicine. Specialty Medicine includes Dermatology, Infectious Diseases, Neurology and Stroke, Respiratory and Sleep Disorders and Rheumatology.

The Rheumatology Unit provides specialist care across inpatient, ambulatory and outpatient settings. Ambulatory services include infusions, joint injections and epidural procedures, integrated with inpatient and outpatient programs.

The Unit works closely with other clinical services to ensure coordinated, multidisciplinary care, and is actively involved in clinical research through national and international collaborations.

Service locations:

- **Footscray Hospital** – Inpatient services, ambulatory day stay and outpatient clinics
- **Sunshine Hospital** – Outpatient clinics and consultative service
- **Sunbury Day Hospital** – Outpatient clinics

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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 Clinical Service Director 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
- 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

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- 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 on-call roster and in hours provision of service is 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
- Participation in Serious Adverse Patient Safety Event (SAPSE) reviews both within the Division and outside the Division as required.
- 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 Chief Medical Officer

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:

- Rheumatology Senior and Junior Medical Staff
- Heads of Unit
- Operations Manager- Speciality Medicine
- Clinical Services Director and Divisional Director of Cancer, Cardiology and Specialty Medicine
- Deputy Director Operational Performance and Transformation, Cancer, Cardiology and Specialty Medicine
- Director of Nursing & Midwifery, Cancer, Cardiology and Specialty Medicine
- Nursing and Allied Health Staff
- Patient Support and Administrative Staff
- Medical Workforce Unit Management
- Director of Physician Education
- Director of Advanced Physician Training in General and Acute Care Medicine
- Office of Research
- Clinical Services Directors
- Divisional Directors
- Chief Medical Officer

External:

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

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Selection Criteria	
Essential: • Current registration with the Australian Health Practitioners Regulation Agency • Fellowship of the Royal Australasian College of Physicians • 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 Desirable: • 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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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 Immunisation Health Clearance prior to employment • Report to management any criminal charges or convictions you receive during the course of 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 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. • 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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