



**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Genetic Counsellor Lead / Senior
Genetic Counsellor**



THE ROYAL MELBOURNE HOSPITAL

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

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**



KEY ACCOUNTABILITIES

The Genetic Counsellor Lead has direct responsibility and authority in the following areas:

- Provide leadership and management to the Grade 4 genetic counselling team, Associate and Certified Genetic Counsellors and Intake Assistants.
- Work with the Operations Manager and Professional Leads to support the Director, as a member of the Leadership Group.
- Provide training and supervision of Associate Genetic Counsellors, genetic counselling students and other trainees in collaboration with academic institutes, Royal Melbourne Hospital, Peter Mac and other Health Services.
- Manage workplace issues including workplace recruitment and retention
- Develop genetic counselling services in conjunction with the Director and the Leadership Group.
- Oversee coordination of genetic clinics provided by the service.
- Foster excellence in research, professional activities and education.
- Facilitate genetic counselling professional development activities.
- Provide expert genetic counselling to patients and their families.
- Promote the service as a national leader in cancer genetic counselling.
- Contribute to the goals of the Precinct Partners by developing and achieving goals within Adult Genetics and the Parkville FCC.

Other accountabilities:

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH and PMCC teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.



KEY RELATIONSHIPS

Internal

- Director
- Operations Lead
- Professional Leads
- Adult Genetics and FCC staff including clinicians, genetic counsellors, associate genetic counsellors, Intake assistants and admin staff

External

- Other clinical genetics services and FCCs in Australasia
 - Department of Health and Human Services
 - Patients and their families
 - Referring clinicians and hospitals
 - Other Genetics Services and pathology laboratories
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KEY SELECTION CRITERIA

Formal Qualifications:

- Minimum two years post Part 2 Certification in Genetic Counselling by the Human Genetics Society of Australasia, or International qualification recognised through reciprocal arrangement with HGSA

Essential:

- Experience in managing a service area of a hospital
- Experience in providing leadership and significant contribution to the clinical activities of a health service.
- Experience in leading a diverse clinical team
- Demonstrated capacity to develop and deliver a strategic vision
- Involvement in education and quality assurance activities in the area of Genetics / Familial Cancer
- Excellent interpersonal and communication skills
- Excellent time management skills with focus on attention to detail.

Desirable:

- 5 years post Part 2 Certification in Genetic Counselling by the Human Genetics Society of Australasia or an International qualification recognised through reciprocal arrangement with HGSA
 - Involvement in Genetic Counselling professional activities
 - Involvement in research activities
 - Previous experience in the supervision of Genetic Counsellors
 - Previous experience in the education and training of Genetic Counsellors and training of staff in other disciplines.
 - Previous experience in leading change within a clinical service.
 - Formal training in leadership and management.
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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

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
