

Position Description

Position title:	Biomedical Engineering Team Lead
Department:	Biomedical Engineering
Classification:	Biomedical Engineer Class 4
Agreement:	Biomedical Engineers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Reporting to:	Manager, Biomedical Engineering

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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About the department/unit

The Biomedical Engineering (BME) department is responsible for the life cycle management of medical equipment at The Women's. This includes ensuring all electro-medical equipment used for patient treatment, diagnosis and monitoring in the hospital is functional, safe and conforms to Australian regulatory requirements and relevant Australian Standards. Additionally, the department provides key hospital personnel with advice on the optimum usage, purchasing and replacement of medical equipment.

Position purpose

Reporting to the Manager of Biomedical Engineering department, the Biomedical Engineering Team Lead is responsible for overseeing the day-to-day operations of the Biomedical Engineering department. This position is a customer-focused support role that ensures clinical operations are receiving appropriate and timely assistance on medical equipment and services supported by the BME department; maintenance and repairs of medical equipment are completed with minimum disruption and equipment downtime to the clinical operations.

Key responsibilities

Operations Management

- Oversee day to day management of the biomedical engineering resources. This includes:
 - Ensure all medical equipment is appropriately maintained and safe for clinical operation in accordance with AS3551 and other relevant standards
 - Ensure all corrective repairs are completed in a timely manner, minimising equipment downtime
 - Ensure all medical equipment is appropriately tested and commissioned prior to clinical use
 - Ensure all service requests are attended to in a timely and efficient manner, minimising equipment downtime
 - Day to Day management of the team including conducting informal reviews and providing feedback, both individually and team, to assist in ongoing improvement, coaching of individuals to support the achievement of the daily work, manages the day to day tasks and ensure completion and, prioritisation of daily tasks
- Manage the Medical Equipment Preventative Maintenance Schedule
- Assist the head of BME department with investigations and reporting of medical equipment related incidents
- Ensure all medical equipment related recalls are actioned in accordance to TGA and SCV guidelines and requirements
- Manage the assessment of new/upgraded equipment and technology being introduced
- Manage biomedical engineering spare parts inventory ensuring suitable stock levels
- Implement and maintain biomedical engineering policy/protocols
- In collaboration with Digital Innovation (ICT services), implement and maintain DH medical device cyber security controls that protects medical equipment from cyber security vulnerabilities, and reduction of risks.
- Coaches Biomedical Engineering technical personnel to ensure solution of difficult technical problems; or seeks expert support from manufacturer as required
- Manage and participate in the Biomedical Engineering after-hours on-call roster
- Flexibility to accommodate early morning, late afternoon and/or weekend support out of hours to assist with planned outages and/or department operations

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Technical Leadership

- Provide technical guidance and cross-training to team members
- Facilitate onboarding and training of new team members
- Organise technical training for BME team as appropriate
- Support the development and participate in training initiatives for clinical staff on appropriate use and user maintenance of medical equipment
- Provide support to the Manager, Biomedical Engineering as required and ensure they are informed of all major issues

Information and Data Management

- Ensure integrity and accuracy of all equipment-related information, including asset records, service records, hazard alerts, recalls, incidents, test results, etc.
- Ensure feedback to Biomedical Engineering staff on data accuracy; retrain staff where necessary
- Provide periodic and on-demand service and performance reporting
- Integrate medical equipment with the Women's electronic medical record (EMR) system
- System Administration of medical device integration solution (Capsule)
- System Administration of Biomedical Engineering asset management system

Stakeholder Relationships

- Build effective working relationships with stakeholders through communications, meetings and other mechanisms
- Communicate with clinical stakeholders as appropriate
- Provide technical advice in all areas of biomedical engineering to stakeholders

Other Responsibilities

- Ad-hoc tasks as required to support capital equipment projects as appropriate

Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

Key selection criteria

Experience/qualifications/attributes

Essential:

- Tertiary qualification in Biomedical Engineering from an accredited Australian institution or equivalent
- Experience working in tertiary health service
- Minimum 8 years' experience of managing medical devices in a patient care environment
- Minimum 2 years' experience of leading a Biomedical Engineering service team
- Experience in supervision of biomedical technical personnel and contractors
- Demonstrated experience of managing medical devices in a clinical IT network
- Demonstrated knowledge of relevant Australian Standards and their application to medical devices
- Advanced level of literacy in Microsoft office products, including Word, Excel, and Outlook

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- Demonstrated database experience including analysis.
- Excellent verbal and written communication skills.
- Ability to build relationships with clinical and non-clinical staff, including managers and directors

Desirable:

- Formal qualification(s) in people management or similar
- Experience in integration of medical device to Electronic Medical Records (EMR)
- Experience in Medical Device Cybersecurity

Organisational relationships

Internal relationships

- Manager, Biomedical Engineering
- Directors & Managers, Digital Innovation
- Department/Unit Managers (clinical and non-clinical)
- Equipment Officers/Nurses from clinical services
- Biomedical Engineering team members
- Informatics Team

External relationships

- Parkville Connecting Care EMR team
- Therapeutic Goods Administration (TGA)
- HealthShare Victoria
- Public-Private-Partnership Service Providers, including facilities managers
- Clinical/biomedical engineers from other health services
- External Biomedical Engineering Service Providers
- Equipment manufacturer representatives
- Relevant regulatory bodies

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Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	N/A
Sitting – remaining in a seated position to complete tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Rare
Walking – floor type even, vinyl, carpet,	Frequent
Lean forward/forward flexion from waist to complete tasks	Occasional
Trunk twisting – turning from the waist to complete tasks	Occasional
Kneeling – remaining in a kneeling position to complete tasks	Occasional
Squatting/crouching – adopting these postures to complete tasks	Occasional
Leg/foot movement to operate equipment	Rare
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Rare
Lifting/carrying – light lifting and carrying less than 5 kilos	Frequent
– Moderate lifting and carrying 5 – 10 kilos	Occasional
– Heavy lifting and carrying – 10 – 20 kilos.	Occasional
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Frequent
– moderate push / pull forces 10 – 20 kg	Frequent
– heavy push / pull forces over 20 kg	Occasional
Reaching – arm fully extended forward or raised above shoulder	Occasional
Head/neck postures – holding head in a position other than neutral (facing forward)	Occasional
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Occasional
– Gripping, holding, twisting, clasping with fingers/hands	Frequent
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	N/A
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Constant
Hearing – use of hearing is an integral part of work performance	Constant
Touch – use of touch is integral to most tasks completed each shift	Constant
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Constant
Problem solving issues associated with clinical and non-clinical care	Constant
Working with distressed people and families	Rare
Dealing with aggressive and uncooperative people	Rare
Dealing with unpredictable behaviour	Rare
Job demands – high workload, tight deadlines, and competing priorities	Rare
Exposure to traumatic or distressing content or situations – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	Rare
Role specific considerations Support is available for staff exposed to psychological risks. Any adjustments that may be required can be discussed with your manager.	
Definitions used to quantify frequency of tasks/demands as above	
Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

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Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.
- We are committed to the safety, wellbeing and empowerment of all children and young people. We prioritise an environment where children are protected and heard. We commit to safeguarding the social and emotional wellbeing of First Nations children, understanding that their connection to country, culture, kin and community is critical to their safety.

Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

As this role has limited direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), chicken pox and MMR (measles, mumps, rubella).

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

Declaration

By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: October 2025
Developed by: Manager, Biomedical Engineering
Date of next review: October 2026

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