

POSITION DESCRIPTION	
Title	Manager, Operations and Support
Super Stream	Information & Research Platforms
Department	Digital Innovation
Classification	AO99
Agreement	Health and Allied Services, Managers and Administrative Workers Single Enterprise Agreement 2021-2025
Reports to	Director, Information & Research Platforms
Accountable to	Deputy CDIO, Information & Research Platforms

Organisational Overview

The Royal Women's Hospital (**the Women's**), The Royal Melbourne Hospital (**RMH**), and Peter MacCallum Cancer Centre (**Peter Mac**) are leading Victorian public health services located within the Parkville precinct.

The **Women's** is Australia's foremost specialist hospital for women and newborns, delivering primary and tertiary care through a workforce of more than **2,500 staff**, and is internationally recognised for excellence in care, teaching, and research.

The **RMH** is one of Victoria's largest tertiary health services, providing world-class medical, surgical, and mental health programs. Supported by over **12,000 staff**, RMH is a designated trauma centre and leader in neurosciences, nephrology, oncology, cardiology, and virtual health.

The **Peter Mac** is a global leader in cancer research, education, and treatment, with more than **3,900 staff**, including over **700 researchers**, driving innovation in cancer prevention, diagnosis, and care.

Together, these organisations deliver integrated, research-driven, and patient-centred healthcare to local, state, and international communities.

Department Overview – Digital Innovation Service

The Digital Innovation Service (DI), hosted by the Women's, provides a unified ICT capability across the Parkville Local Health Service Network. DI supports the Women's, RMH, and Peter Mac by delivering shared digital infrastructure, systems, and innovation services critical to their clinical and operational performance.

Between July 2024 and June 2025, DI managed over 139,000 support tickets, supporting than 19,000 staff across the health services, highlighting its essential role in enabling safe, reliable, and connected care across the precinct.

In addition, DI provides services under Service Level Agreements to the Parkville Youth Mental Health and Wellbeing Service (PYMHWS) and limited legacy support to Northern Health and Western Health.

Position Purpose

The Manager, Operations & Support, is responsible for the operational delivery, support, and maintenance of core clinical, corporate, and research applications and digital platforms across the Parkville precinct.

Reporting to the Director, Information & Research Platforms, the Manager ensures day-to-day service stability, efficient incident and request management, and consistent support processes across participating health services. The role provides operational coordination across support teams and vendors, ensuring services are delivered securely, reliably, and in line with agreed service levels.

The Manager plays a key role in supporting precinct-wide alignment, contributing to a consistent digital operating model across all health services. The role is central to maintaining service quality, driving operational improvements, and ensuring that users experience seamless delivery of digital platforms.

The Manager actively escalates risks, issues, and performance trends to the Director and supports delivery of operational work plans, governance reporting, and day-to-day supervision of operational and support staff. The position ensures continuity of functions within the Information & Research Platforms Super Stream and contributes to maintaining a high-performing, customer-focused service environment.

Key Responsibilities

Information & Research Platforms

- Oversee day-to-day support and operational management of clinical, corporate, and research applications and platforms, ensuring stable and secure operation.
- Manage incident, request, and problem resolution processes, ensuring timely response, accurate communication, and high-quality support outcomes.
- Coordinate routine maintenance activities including patching, system updates, and application upgrades under direction of the Director.
- Support monitoring and performance reporting of applications and platforms, escalating degradation, risks, and vendor issues as needed.
- Contribute to implementing data governance and interoperability standards by ensuring operational processes are compliant with precinct and organisational policies.
- Maintain operational documentation, support runbooks, standard operating procedures (SOPs), and knowledge base content to support efficient service delivery.
- Participate in operational and governance forums, providing updates on incidents, service performance, and improvement actions.
- Provide input to service KPIs and performance dashboards, supporting transparency, accountability, and continuous optimisation within the Super Stream.

Strategic Leadership

- Support the operational implementation of digital initiatives aligned to precinct priorities and work plans defined by the Director.
- Identify service improvement opportunities, recommending changes to processes, tools, and support models to enhance reliability and user experience.
- Coordinate stakeholder feedback regarding service issues, improvement opportunities, and operational dependencies, escalating themes to the Director.
- Provide operational insights and status reporting that supports the Director, DCDIO, and CDIO in decision-making.
- Ensure operational readiness for new or upgraded applications and platforms, including change impact assessments, user support planning, and communication.
- Represent the Director in operational discussions when delegated, maintaining alignment across multidisciplinary teams.

Operational Performance

- Manage day-to-day service operations to ensure applications and platforms meet agreed SLAs and quality standards.
- Coordinate and monitor incident, change, and problem management activities to ensure efficient resolution and risk mitigation.
- Lead support teams in delivering consistent, high-quality technical and functional support.
- Support operational resilience, including backup management, failover testing, and routine checks aligned to precinct procedures.
- Implement cyber security controls and operational safeguards as directed by the Director and in accordance with organisational frameworks.

- Monitor vendor and partner performance from an operational standpoint, managing escalations and verifying service delivery against expectations.
- Drive a culture of service excellence, responsiveness, and continuous improvement within operational teams.

People and Culture

- Manage and support multidisciplinary teams, ensuring effective collaboration, clear accountability, and a positive team culture.
- Coordinate workforce planning, recruitment, and onboarding activities to ensure appropriate capability and resourcing for operational delivery.
- Oversee performance management, staff development, and training initiatives to build capability and support career progression.
- Implement workforce processes and practices that promote efficiency, engagement, and alignment with digital and clinical operations.
- Champion a safe, inclusive, and respectful workplace culture that reflects the organisation's values and supports staff wellbeing and continuous improvement.
- Encourage behaviours aligned with organisational values and operational excellence.
- Provide digital services support for all hospital sites supported by the Digital Innovation.
- Participate in daily duty roster support across all supported health service sites as required and scheduled.
- Be available for after-hours on-call support duties across all supported hospital sites as required and rostered.
- Participate in off-site support roster as scheduled.
- Role model, lead and ensure coordinated teamwork and information sharing.
- Manage planned leave balances of self and team in line with hospital guidelines and requirements.
- Ensure rosters for self and team are accurate and in accordance with entitlements and attendance requirements.
- Engage in and where required, lead performance management, professional training, and development opportunities.
- Complete all mandatory hospital training requirements within specified timeframes.
- Consistently demonstrate hospital values in all interactions and activities.

Stakeholder and Relationship Management

- Maintain strong working relationships with clinicians, researchers, corporate users, and operational leaders to support reliable service delivery.
- Act as a primary point of contact for operational issues, service requests, and escalation management.
- Coordinate operational communication across partner sites, ensuring clarity, responsiveness, and consistent messaging.
- Work closely with vendors, technical service providers, and internal teams to ensure timely issue resolution and effective support.
- Support the Director with reporting, updates, and briefings to executives and governance committees as required.

Financial and Risk Management

- Oversee budgets, contracts, procurement, and expenditure to ensure value, sustainability, and alignment with organisational priorities.
- Lead vendor engagement, contract, and release management within strong governance and risk frameworks.
- Ensure compliance with financial, risk, cybersecurity, privacy, and data protection standards, including ACSC ISM and Essential Eight.
- Develop business cases, analyse costs, and optimise budget allocation for digital innovation.

- Identify and mitigate digital health risks, escalating issues as required to maintain safe and reliable services.
- Support the CDIO in implementing enterprise digital governance frameworks and reporting to executive and board committees.

Key Relationships

Internal:	External:
Chief Digital Information Officer	Victorian Department of Health
Deputy CDIOs	Technology vendors and service providers
Directors and Managers within Digital Innovation	Partner health services and universities
Clinical, Research, and Corporate Leaders	Research collaborators and innovation partners
Communications Team	
Project Managers, Product Owners, Business Analysts, and SMEs	
Technical Support Leads & Managers across the precinct	

Organisational Relationships

- Number of employees that are consumers of the DI service: 19,000+

Performance and Accountability

Performance objectives are set annually with the CDIO, focusing on:

- Delivery of strategic digital outcomes
- Service reliability and cybersecurity
- Financial sustainability
- Workforce capability
- Innovation and precinct collaboration

Key Selection Criteria

- Bachelor's degree (or higher) in Business, Healthcare Administration, Information Technology, Digital Health, or a related discipline, or equivalent experience.
- 5+ years' experience in process improvement, operations, or digital transformation within healthcare or similarly regulated environments.
- Working knowledge of RPA, AI, and intelligent automation, with the ability to evaluate tools and platforms.
- Experience in pipeline and portfolio management, including business case development and benefits realisation.
- Understanding of healthcare operations, patient workflows, and regulatory requirements.
- Proven leadership in ICT or digital health, including leading multidisciplinary teams and delivering transformation programs.
- Strong stakeholder engagement and influence across internal and external groups.
- Strategic thinking and project management capability in complex government and health service environments.

Inherent Requirements

There are a number of critical work demands (inherent requirements) that are generic across all positions. The generic inherent requirements for this position are detailed below. These may be added to with more specific inherent requirements, if required, by your manager and Occupational Health and Safety.

Physical Demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Occasional
Sitting – remaining in a seated position to complete tasks	Frequent
Standing- remaining standing without moving about to perform tasks	Occasional
Walking – floor type even, vinyl, carpet,	Occasional
Lean forward / forward flexion from waist to complete tasks	Rare
Trunk twisting – turning from the waist to complete tasks	Rare
Kneeling – remaining in a kneeling position to complete tasks	Rare
Squatting / crouching – adopting these postures to complete tasks	Rare
Leg / foot movement to operate equipment	Not Applicable
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	Rare
– Heavy lifting and carrying – 10–20 kilos.	Not Applicable
Push/Pull of equipment/furniture – light push/pull forces less than 10 kg	Frequent
– moderate push / pull forces 10–20 kg	Rare
– heavy push / pull forces over 20 kg	Not Applicable
Reaching – arm fully extended forward or raised above shoulder	Not Applicable
Head / Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Prolonged/Constant
– Gripping, holding, twisting, clasping with fingers / hands	Prolonged/Constant
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Rare
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Prolonged/Constant
Hearing – use of hearing is an integral part of work performance	Prolonged/Constant
Touch – use of touch is integral to most tasks completed each shift.	Prolonged/Constant
Psychosocial demands	Frequency
Observation skills – assessing / reviewing patients in /outpatients	Prolonged/Constant
Problem Solving issues associated with clinical and non-clinical care	Prolonged/Constant
Attention to Detail	Prolonged/Constant
Working with distressed people and families	Not Applicable
Dealing with aggressive and uncooperative people	Rare
Dealing with unpredictable behaviour	Rare
Exposure to distressing situations	Rare
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	0–15% of time in the position
Not Applicable	

Employee Responsibilities and Accountabilities

- Be aware of and work in accordance with Hospital policies and procedures, as amended from time to time, including:
 - Code of Conduct
 - Confidentiality
 - Data Accountability Framework
 - Infection Control
 - Occupational Health and Safety
 - Patient Safety
 - Performance Development Management
 - Respectful Workplace Behaviours
 - Risk Management
 - Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
 - Undertake other duties as directed that meet relevant standards and recognised practice.
 - Our vision is a future free from violence in which healthy, respectful relationships are the norm. Expect all staff to contribute to a culture that promotes gender equity, respect and a safe working environment.
 - The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to Victorian women.
 - Data integrity is an essential element of clinical and corporate governance and a key performance indicator. The management of data influences and directly affects patient care, patient decisions, and ultimately the quality and reputation of our service delivery.
- As a consequence all staff are responsible and accountable to ensure that (within their area of work):
- Data recording and reporting, is timely, accurate (ie error free) and fit for purpose.
 - Data management system policies and control processes are complied with on all occasions.
 - Where data issues and/or problems become apparent these matters are immediately referred and reported to supervisors/managers.
- Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details to undertake a national Police check.
 - Expect staff to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
 - Contributes to a positive and supportive learning culture and environment for health professional students and learners at all levels.

Statutory Responsibilities

- OHS Act 2004
- Freedom of Information Act 1982
- The Victorian Public Sector Code of Conduct

Declaration

I have read, understood and agree to abide by responsibilities and accountabilities outlined in this position description.

Employee Name:

Employee Signature:

Date:

Developed Date:	December 2025.
Developed by:	Chief Digital Information Officer
Date of next Review:	December 2026
