

## POSITION DESCRIPTION

<b>Title</b>	Support Officer
<b>Super Stream</b>	Cyber Resilience & Architecture
<b>Department</b>	Digital Innovation
<b>Classification</b>	AO5
<b>Agreement</b>	Health and Allied Services, Managers and Administrative Workers Single Enterprise Agreement 2021-2025
<b>Reports to</b>	All Leads in the Super Stream
<b>Accountable to</b>	Manager, Resilience & Architecture

### 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 more 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 Support Officer – Cyber Resilience & Architecture provides essential administrative, coordination, and operational support to the Director and the broader Cyber Resilience & Architecture team. This role ensures effective organisation of team activities, accurate documentation management, and timely delivery of governance processes.

The Support Officer contributes to the successful delivery of cyber resilience initiatives by coordinating workflows, preparing reports and documentation, and facilitating clear communication across the team and with stakeholders.

## Key Responsibilities

### Cyber Resilience & Architecture

- Responsible for the preparation, coordination, and maintenance of documents, reports, registers, and artefacts supporting cyber resilience and architectural governance.
- Manage the tracking of actions, risks, and deliverables for architecture reviews, security assessments, and program activities.
- Coordinate and provide logistical support for architecture committees, working groups, and technical forums.
- Maintain version control, filing systems, and information repositories relevant to architecture and security activities.

### Strategic Leadership

- Lead coordination of the directors' strategic priorities through planning documents, briefs, meeting papers, and schedules.
- Coordinate and prepare information for strategic reporting, performance updates, and roadmap progress.
- Ensure alignment between team activities and broader organisational objectives by supporting communication and coordination efforts.

### Operational Performance

- Undertake day-to-day administrative support including diary management, meeting coordination, document preparation, and workflow tracking.
- Manage shared mailboxes, incoming correspondence, and service requests, ensuring timely allocation and follow-up.
- Support processes for monitoring KPIs, compliance activities, and ongoing operational reporting.
- Coordinate and control procurement requests, onboarding processes, and maintaining operational records.

### People and Culture

- Contribute to a positive, collaborative, and high-performing team environment.
- Support staff onboarding, training coordination, and internal communication activities.
- Promote an inclusive culture by assisting with team events, recognition activities, and engagement initiatives.
- Maintain confidentiality and act with professionalism when handling sensitive information.
- 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.
- Contribute to coordinated teamwork and information sharing.
- Request planned leave promptly and maintain excess leave balances in line with hospital guidelines.
- Submit timesheets and leave requests in accordance with maximum leave balances and attendance requirements.
- Engage in performance management, professional training, and development opportunities as required.
- Complete all mandatory hospital training requirements within specified timeframes.
- Consistently demonstrate hospital values in all interactions and activities.

### Stakeholder and Relationship Management

- Primary point of contact for internal and external stakeholders, ensuring queries are directed appropriately and responded to promptly.
- Coordinate meetings, workshops, and engagement activities with business units, vendors, and partners.
- Prepare presentations, communications, and briefing materials for stakeholders.

- Build effective working relationships across teams to support smooth delivery of architectural and cyber resilience initiatives.

### Financial and Risk Management

- Manage and support financial processes including raising purchase orders, tracking expenditures, and supporting budget documentation.
- Maintain risk registers, compliance logs, and audit documentation for the Cyber Resilience & Architecture stream.
- Support adherence to procurement and financial policies by ensuring required documentation is completed and filed accurately.
- Contribute to monitoring of governance requirements and reporting obligations.

### Key Relationships

Internal:	External:
Chief Digital Information Officer	Victorian Department of Health
Partner organisation Board, Chief Executives and Executives	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

### 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.
- 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 assess, apply and support tools and platforms.
- Understanding of healthcare operations, patient workflows, and regulatory requirements.
- Leading functional streams, coordinating multidisciplinary inputs, and delivering and supporting transformation initiatives.
- Demonstrate high-level stakeholder engagement and influence to enable effective service delivery, governance, and change outcomes across internal and external groups.
- Strategic thinking in complex 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:

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**Developed Date:** January 2026  
**Developed by:** Chief Digital Information Officer  
**Date of next Review:** January 2027

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