

Position Description

Position title:	Perioperative Services Manager
Department:	Perioperative Services
Classification:	AO99
Agreement:	Health & Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Reporting to:	Director of Women's Health

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

Perioperative Services at the Women's comprise seven operating theatres and one day procedure theatre providing a 24/7 service, with approximately 12,000 surgical cases per annum. The Perioperative portfolio includes PACU and Anaesthetics, Scrub Scout, Sterile Processing Services (SPS), Planned Surgery Access Nurses (PSAN) and the Acute Pain Service.

Position purpose

The Perioperative Service Manager (POSM) provides senior operational leadership and end-to-end accountability across perioperative services. The role optimises theatre utilisation and scheduling; strengthens workforce planning and enhances financial, quality and safety governance, including oversight of high-cost equipment and consumables. The POSM supports Managers to focus on clinical leadership, education and staff wellbeing, and represents perioperative services across internal and external forums to advance system performance and strategic priorities.

The role manages operational resources while aligning with the organisation's goals and policies and includes business and strategic planning to enhance nursing services in-line with the Women's strategic direction.

Key responsibilities

Operational Leadership and Management

Create a high-performance culture within the Perioperative Service teams focusing on:

- Achieving Key Performance Indicators (KPIs) as identified in the annual Statement of Priorities.
- Delivering key financial and operational indicators (including workforce related KPIs) and lead the culture of performance accountability to ensure all team managers and clinical leaders achieve their specific targets.
- Delivering annual Clinical and Operational Business Plans.
- Maintain service agreements with contracted service providers.
- Initiate and implement actions to consistently improve the financial effectiveness of the unit and implement effective strategies to deliver break-even operating results.
- Monitor the performance of the perioperative services operational teams and work with Managers to find gaps in performance and identify solutions to resolve issues.
- In collaboration with other senior leaders, encourage the use of innovative workforce models to achieve financial, access, quality, staff engagement and activity targets.
- Ensure all emergency management policies and procedures including Business Continuity Plans are implemented and all staff are aware of their responsibilities.
- Act as point of escalation for the unit's clinical and operational risks and issues in hours.
- Participate in Local Health Services Network initiatives and projects
- Participate in leadership and management meetings as delegated and reasonably required by the Director of Women's Health.

People Experience Leadership

- Provide visible leadership that inspires others towards higher levels of performance that are aligned with the Women's Declaration and values. Lead with creativity and lateral thinking.
- Provide leadership, mentoring and management support for direct reports, appraise their performance, ensure they receive prompt and performance feedback that helps them to excel in

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their current and future career opportunities, plan and support their professional training and development opportunities and ensure that their mandatory competencies are completed.

- Champion systems and processes to develop and engage employees, creating a work environment where staff can realise their full potential.
- Plan and implement systems and processes to support recruitment, engagement, retention, and development of your people so they can fulfil their current and future responsibilities as well as current and future clinical and organisational challenges.
- Ensure that adequate staffing with appropriately qualified and credentialed practitioners meets legislative and industrial requirements.
- Demonstrate emotional awareness by establishing and sustaining trusting relationships by accurately perceiving and interpreting your own and others' emotions and behaviour; have insight to effectively regulate your own responses.

Governance, Quality and Safety

- In partnership with leaders across the Women's Health Services directorate, support a robust governance framework that provides safe, appropriate and effective health care experiences.
- Fulfil your roles and responsibilities as described in the Clinical Governance Framework.
- Comply with the Women's Risk Management Framework; identify and report risks in a proactive way to minimise and mitigate risk within your unit and across the organisation.
- Collaborate with the Women's Health Medical Director and the Women's Quality and Safety team on quality improvement activities.
- Make evidenced informed operational decisions to identify key issues and trends that impact patient care. Develop and deliver mitigating strategies.
- Provide operational leadership for the continuous monitoring of the control environment and data process flows including within the EMR.
- Assume accountability for ensuring all teams are aware of and operate in accordance with their OH&S responsibilities dictated in hospital policy and legislation.
- Address the concerns of women, their families, team members and other hospital departments to ensure that the quality of the service improves; use appropriate techniques to resolve difficult patient situations and regain their confidence.
- Contribute and commit to a culture that promotes gender equity, respect and a safe working environment and understand violence against women and family violence issues.

Innovation and cultural change

- Lead innovation across the teams; apply creativity and lateral thinking to identify and implement new practices which maximise continuity of care within the hospital.
- Build a culture of enquiry that encourages others to explore alternative ways to view and solve problems and continually improve.
- Foster a culture of excellence, positivity and collaboration and show a commitment to exemplary standards of care.
- Utilise redesign principles and lean thinking methodologies to drive continuous improvement that improves the patient journey and promotes best use of resources.

Stakeholder relationships

- Actively build strong relationships with Heads of Unit, Visiting Medical Officers and key internal and external stakeholders; lead multidisciplinary collaboration and issue resolution.
- Oversee the loan, repair and service contracts for relevant equipment in conjunction with Biomedical Engineering and RWH procurement service.

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- Engage with key stakeholders to promote research and our profile in women's health.

Key Performance Indicators

KPIs are how you will be measured as meeting the responsibilities of the position listed. These will be set with you as part of your Performance Development Plan (PDR) within the first six months of your appointment to the position.

Key Selection Criteria

Experience/Qualifications/Competencies

Essential Criteria

- At least five years' experience in a like role.
- A track record leading multidisciplinary, high performing, clinically excellent teams.
- Commitment to developing and enhancing clinical services that recognise the impact of social, cultural and gender determinants on health and wellbeing.
- Proven ability to consistently meet operational, clinical, and financial targets.
- Demonstrated success leading innovation, continuous improvement, research and change leadership.
- Enhanced skills in inspirational leadership, clear vision and direction setting, and proven experience in building, leading, and motivating broad, complex multidisciplinary teams in complex environments.
- Proven ability to build rapport, work collaboratively, partner and maintain effective relationships with key stakeholders.
- An understanding of the regulatory requirements practices and procedures.
- A bachelor's degree in a relevant area of specialty.
- ACORN Membership or eligibility for membership.

Desirable:

- Post graduate qualification in Peri-Operative nursing and health management

Organisational relationships

Internal relationships

- Clinical directors
- Women's health management team
- Heads of unit and medical staff
- People, Culture and Wellbeing
- Quality and Safety
- All Women's departments and clinics
- Finance

External relationships

- Parkville Precinct partners
- Metropolitan and rural health services
- Hospital equipment supply representatives
- Local Health Service Network

Direct reports:

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Indirect reports: 160
Budget responsibility: \$26.8m

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	Not Applicable
Sitting – remaining in a seated position to complete tasks	Prolonged / Constant
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type even, vinyl, carpet,	Frequent
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	Not Applicable
Squatting/crouching – adopting these postures to complete tasks	Not Applicable
Leg/foot movement to operate equipment	Not Applicable
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Not Applicable
Lifting/carrying – light lifting and carrying less than 5 kilos	Rare
– Moderate lifting and carrying 5 – 10 kilos	Not Applicable
– Heavy lifting and carrying – 10 – 20 kilos.	Not Applicable
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Rare
– moderate push / pull forces 10 – 20 kg	Not Applicable
– heavy push / pull forces over 20 kg	Not Applicable
Reaching – arm fully extended forward or raised above shoulder	Rare
Head/neck postures – holding head in a position other than neutral (facing forward)	Rare
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Rare
– Gripping, holding, twisting, clasping with fingers/hands	Rare
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	Occasional
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Occasional
Problem solving – issues associated with clinical and non-clinical care	Prolonged / Constant
Working with distressed people and families	Prolonged / Constant
Dealing with aggressive and uncooperative people	Occasional
Dealing with unpredictable behaviour	Rare
Job demands – high workload, tight deadlines, and competing priorities	Occasional
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.	Occasional
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

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Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

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.

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: 12/07/2026

Developed by: Jane Lynch- Director of Women's Health

Date of next review: 12/07/2027

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