

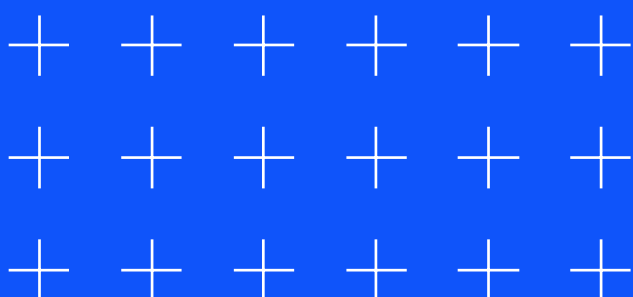


**The Royal  
Melbourne  
Hospital**

**Advancing  
health  
for everyone,  
everyday.**

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Operations Lead, Governance Office**

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.

**Advancing health for everyone, every day.**

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

- Directly support the Governance Office Manager in the running of this functional area.
- Lead the review and approvals of commercially sponsored Priority Reviews and Expedited Post Approvals reviews for the OfR.
- Work in close collaboration with the Ethics office to throughput reviews and approvals.
- Oversee the National Statement monitoring of research approved by the OfR.
- Manage specialty review of higher risk studies such as FTIH, GMOs and cellular therapies.
- Mentor and train junior team members.
- The role has no direct reports with the incumbent working in a flexible arrangement and expected to be onsite 60% of the time.

## Leadership

- ## Operations

- Assist with monitoring of research and quality assurance projects submitted to the OfR
  - Attend meetings as required by the role and as delegated by OfR Management.
  - Provide SME review of RMH procedures as required by OfR Leadership.
  - Applying a risk-based approach to all reviews and approvals in order to meet regulatory and legal obligations will maintaining timeframes for review in accordance with OfR metrics.
  - Take the lead as Project Manager of continuous improvement projects for the OfR and RMH as applicable to your role and expertise and time availability, including specific Governance Office initiatives and process improvement projects
- RMH 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.
  - Respect that the RMH is a smoke-free environment.

Internal

- ## External

- Parkville Precinct Partners
- Consumers
- University staff
- External Stakeholders
- Coordinating Office for Clinical Trial Research
- Institutional Research Governance Offices and HRECs





- 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, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- 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.

- As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.

- We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.

- RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.

- We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.

- Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

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.

Date \_\_\_\_\_