

Position Description

Contracts Billing Administration

Classification:	HS2
Business unit/department:	Radiology and Molecular Imaging & Therapy
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Part-Time
Hours per week:	24
Reports to:	Radiology & MIT Business Manager
Direct reports:	0
Financial management:	Budget: N/A
Date:	January 2026

Position purpose

To support the administration and management of contracts for Radiology and Molecular Imaging and Therapy (MIT), ensuring compliance with organisational processes and procedures and delegations of authority.

About the Departments

The Radiology and Molecular Imaging & Therapy (MIT) departments are both multidisciplinary and provide a range of diagnostic and interventional imaging services to both hospital inpatients and outpatients through varying imaging disciplines.

The Radiology services include, but are not limited to, MRI (Magnetic Resonance Imaging), US (Ultrasonography), CT (Computerised tomography), DSA (Digital Subtraction Angiography), Mammography and General x-ray.

The MIT clinical services include Nuclear Medicine, PET, and BMD. The team also provide radionucleotide therapies and are nationally and globally recognised for the research they perform.

Patients are generally referred to each department from specialist clinics within the hospital and also from external general practitioners and specialist consultants within the community.

Austin Health Radiology & MIT spans two campuses

The departments are innovative and constantly looking for improvement.

There is consistent review of administration team roles and tasks to ensure provision of efficient services and as such, this is a changing environment, leading to constant systems and process improvements.

Position responsibilities

- Work under autonomously with the support and guidance of the Radiology and MIT Business Manager and the other Radiology and MIT department managers to ensure contracts are managed efficiently and effectively
- Administer and maintain contract documentation in alignment with departmental/organisational policies and procedures
 - Track progress of all contracts, versions and renewal dates
- Assist with maintaining up to date and accurate records and databases related to departmental related contracts including
 - all service contracts
 - maintenance contracts
 - Leases
 - Sales agreements
 - other contracts as required
- Ensure invoicing and transactions (eg payables/expenses) related to contracts are accurately completed in an efficient and timely manner in alignment with organisational processes and delegations of authority
- Perform regular related invoicing and accruals for Radiology and MIT in alignment with organisational financial processes and delegations of authority this includes but is not limited to
 - Reimbursements
 - Consumables
 - Equipment
 - Services
- Liaise with key stakeholders regarding non-research related contract transactions and management
 - Departmental managers
 - External vendors
 - Organisational procurement and finance teams (eg accounts payable, purchasing, legal and procurement)
- Prepare regular reports and updates on the status and compliance of contracts for each of the departments



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future

- Proactively suggest improvements to administrative workflows
- Other duties as directed by the Business Manager and Billing Team Leader

Selection criteria

Essential skills and experience:

- Experience with financial management processes including invoicing, maintaining a ledger, accruals and contract execution
- Understanding of basic contract terms
- Must demonstrate exceptional attention to detail
- Demonstrated ability to prioritise importance of tasks
- Demonstrated organisational and time management skills including the ability to understand the importance of meeting deadlines
- Demonstrated high level of computer literacy
 - Proficient in the use of the Microsoft Office suite
 - Advanced Excel skills
- Ability to communicate effectively with a variety of different stakeholders
- Ability to problem solve and ‘think on your feet’ in a variety of situations
- Ability to work autonomously and as a member of a dynamic team, which works effectively within a multi-disciplinary environment

Desirable but not essential:

- Knowledge of medical terminology
- Administration qualification

Professional qualifications and registration requirements

There are no qualifications or registration requirements for this role

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.



**Our actions
show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future