

Position Description

Medical Physics Manager (BAROC)

Classification:	Medical Physicists Manager Level 1 – FF19
Business unit/department:	Radiation Oncology, Medical & Cancer Services
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☒ BAROC
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025
Employment type:	Full-Time
Hours per week:	38 hrs/week
Reports to:	Operations Manager, Radiation Oncology
Direct reports:	~ 6 EFT
Financial management:	Budget: N/A
Date:	August 2025

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The Medical Physicist Manager is a senior leadership position within the Radiation Oncology Leadership team, responsible for the provision of high-quality radiation oncology physics and technical services professional oversight of the Radiation Oncology Medical Physics team at BAROC .

This position is accountable for ensuring the safe, effective, and efficient delivery of high-quality medical physics services that support contemporary, evidence-based radiation oncology care. The Medical Physicist Manager plays a critical role in maintaining compliance with all relevant legislative, licensing, and regulatory frameworks, including ARPANSA, the Medical Radiation Practice Board of Australia, and hospital accreditation standards. They ensure that all radiation treatment systems and associated technologies are implemented, commissioned, and maintained according to national and international best practices, with rigorous attention to safety, performance, and clinical accuracy.

As a key member of the Radiation Oncology leadership team, the Medical Physics Managers support the Austin Health Operations Manager Radiation Oncology and Director, Radiation Oncology (BAROC), and other senior stakeholders to plan, design, and deliver sustainable, future-focused services that meet

current and emerging patient needs. This role collaborates with the Medical Physics Manager (ONJ) to build efficiencies, synergies and scale as appropriate.

The Medical Physics Manager is responsible for building and maintaining a high-performing physics and IT workforce through effective leadership, workforce planning, capability development, and performance management. The role fosters a culture of accountability, continuous improvement, research translation, and clinical innovation. The incumbent will lead the development and implementation of robust quality assurance programs, support clinical trials and research activity, and ensure timely support and resolution of complex technical issues.

About the Directorate/Division/Department

Medical & Cancer Services Division

The Medical and Cancer Services Division is one of six divisions within the Chief Operations Officer Directorate of Austin Health. The Division's clinical services operate across all three Austin Health campuses and Grampians Health Services (GH) within the Ballarat Regional Integrated Cancer Centre (BRICC) and comprise a complex range of national, state-wide organisational wide and specialty clinical services.

- Clinical Pharmacology
- Nephrology
- General Medicine
- Paediatrics
- Dermatology
- Oncology
- Haematology
- Palliative Care
- Genetic Services
- Neurosciences
- Endocrinology
- Rheumatology
- Infectious Diseases and Infection Prevention & Control
- Respiratory and Sleep Medicine
- Radiation Oncology
- Day Oncology & Apheresis
- Cancer Clinical Trials
- Wellness & Supportive Care
- Victorian Spinal Cord Service

Inpatient wards within the Medical & Cancer Services Division also include:

6 South (Oncology), 7 South (Haematology), 8 South (Palliative Care), 2 West (Paediatrics), 5 West (Respiratory Medicine), 7 North (Renal), 7 East and 7 West (General Medicine), 3 North (Spinal) and 6 East (Neuro/Stroke/Epilepsy).

Radiation Oncology Overview

Austin Health is one of four health service 'hubs' in Victoria which operate radiotherapy services. Austin Health operates two radiation oncology centres in Victoria under the State Governments hub and spoke model. The metro hub is based at the Olivia Newton-John Cancer Wellness & Research Centre (ONJ Centre) in Heidelberg and the Ballarat Austin Radiation Oncology Centre (BAROC) is housed in the Ballarat Regional Integrated Cancer Centre (BRICC) in Grampians Health Ballarat. Both centres provide multi-disciplinary care including both nursing and allied health services, innovative and progressive approaches to treatment underpinned by the guiding principle of patient centred care and wellness for all patients.

The multi-disciplinary teams at both sites are committed to excellence in practice and care. Staff undertake a range of professional development activities, are involved in research trials and liaise and consult with a wide range of specialists and health care professionals to ensure the care offered is at the leading edge of technology. The equipment at both sites is state-of-the-art, and the treatment options available ensure every disease site is treated according to best practice.

Over the past 10 years, the service has experienced significant growth, with major investments in capital equipment and human resources. During this time, the Radiation Oncology Department has welcomed the addition of the Magnetic Resonance Imaging (MRI) Simulator and MRI Linear



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Accelerator to its fleet. Additionally, further investment is underway for two new linear accelerators, with advanced stereotactic capacity, and surface guided radiotherapy system.

Along with these service developments, there has been significant growth in staff numbers, particularly at the ONJ with the introduction of the MRI Linac Radiotherapy State Based Referral Program.

The service has 5 Conventional Linacs, MR Linear Accelerator, 3 CT Simulators, MR Simulator, 3 Superficial radiotherapy units and a Nucletron HDR after loader, brachytherapy. The service is fully developed in IMRT and IGRT and multimodality imaging. The service is committed to expanding its capability and developing future technological modalities.

Austin Radiation Oncology employs over 170 staff across all its sites.

Position responsibilities

Quality, Safety and Patient Care

- Continuously reviewing clinical practices, workflows, and policies against current evidence, clinical guidelines, and technological advances to ensure optimal patient outcomes and alignment with best practice.
- Creating and sustaining a positive workplace culture that promotes teamwork, learning, and innovation, with a focus on building a supportive environment that encourages staff development, satisfaction, and retention.
- Maintain a safe environment for patients, visitors, and staff across all sites.
- Directly assist the Austin Health Radiation Oncology Operations Manager to deliver the strategic direction of the Physics service and Austin Health Radiation Oncology service more broadly.
- Apply due diligence to known and emergent risks in radiation oncology medical physics practice.
- Promote and implement new radiotherapy technologies & techniques in collaboration with Radiation Oncology and Radiation Therapy teams to improve treatment outcomes.
- Evaluate and communicate implications of new technologies on clinical practice and patient access.
- Facilitate and ensure physicist involvement in quality improvement and multidisciplinary research initiatives.
- Assist the Operations Manager in the provision and maintenance of computer systems and networks within BAROC.
- Liaise with key stakeholders to support oncology information systems and electronic medical record performance & data governance.
- Ensure compliance with all radiation safety standards.
- Collaborate with key personnel across all service sites to support consistent standards and regulatory compliance.

Key Performance Indicators:

- Equipment availability to be as negotiated with the operations manager, vendors and other key stakeholders within limitations of external factors.
- New equipment and software are introduced in a safe and timely manner (as agreed with operations manager) within the limitations of resources and external factors.
- 100% compliance with all radiation safety and OHS regulations.
- Positive patient, staff safety audit, and external audit (including ACDS) outcomes.
- Support operations manager to implement new practice/programs at BAROC.
- Evidence of documented risk assessments and mitigation plans.



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Professional Activities and Practice

- Maintain relevant professional registration, credentialing, and currency in radiation oncology.
- All staff are adequately inducted and trained regarding professional practice standards
- All staff working in Medical Physics are provided with appropriate supervision, training and instruction in accordance with Austin Health policies
- All staff comply with professional standards of practice as specified by Austin Health and the ACPSEM Code of Ethics
- Maintain close working relationship with the Radiation Safety Officer (RSO) at Grampians and Austin Health.
- Assist with departmental teaching of Radiation Oncologists, Radiation Therapists, Nursing staff and others as required

Key Performance Indicators:

- All staff are appropriately credentialed, working within their scope of practice and within the conditions stipulated in their award.
- Documented evidence of ongoing professional development.

Clinical and Technical Responsibilities

- The Medical Physics Manager is expected to spend 30% of their time in direct clinical and technical service delivery. The clinical and technical responsibilities will be determined collaboratively with the Radiation Oncology Operations Manager and Assistant Physics Manager (BAROC). These activities may include but not limited to:
- Lead and oversee acceptance testing and commissioning of all new radiotherapy equipment and technologies to ensure clinical readiness and compliance with regulatory standards.
- Administer and maintain a comprehensive, risk-based quality assurance (QA) program for major radiotherapy equipment, including linear accelerators, CT simulators, and treatment planning systems.
- Ensure the safe and effective use of radiation in clinical practice in accordance with Australian and international radiation safety standards and codes of practice.
- Oversee the accuracy and integrity of radiotherapy treatment planning, including:
 - Development, maintenance, and clinical validation of treatment planning systems
 - Measurement and verification of patient-specific dosimetry as required
 - Acquisition, analysis, and interpretation of x-ray and electron beam data

Key Performance Indicators:

- Rostered Clinical and Technical time of at least 30%

Research and Development

- Encourage and support collaborative research efforts that enhance patient outcomes and raise the profile of AHRO.
- Work closely with the Austin Health Director of Radiation Oncology Research to support research conducted by Medical Physicists in alignment with AHRO Research priorities.

Key Performance Indicators:

- Research participation or collaboration as shown in peer-review publications, presentation, conference contributions, or annual research reports.



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Leadership and Management

- Provide governance for patient safety and quality improvement initiatives.
- Ensure the Operations Manager is informed in a timely manner of any issues that may impact on Physics service within Radiation Oncology
- Close collaboration with Austin Health ONJ Medical Physics Manager.
- Foster effective stakeholder engagement through clear, inclusive communication.
 - Communicate expectations in a way that builds collaborative relationships.
 - Seek input and clarify communication as needed.
 - Share knowledge using appropriate modes of communication.
- Promote high performance and professional growth by:
 - Identifying development opportunities.
 - Encouraging a culture of self-improvement.
 - Providing timely feedback and guidance per performance management policies.
 - Ensuring staff have up-to-date PRD plans (annual completion).
 - Implementing staff retention strategies including mentoring, recognition, and team building.
- Maintain accountability for the quality and safety of medical physics services at BAROC.
- Maintain a detailed overview of staffing – day to day, month to month, planning for periods of leave and ensure Operations Manager is fully informed regarding unit coverage/distribution of workload and has visibility of issues that may impact on service provision.
- Assist in the development, update, improvement and overall management of standard operating policies and procedures both for the radiation therapy section and where appropriate for the overall service and ensuring consistency across AHRO

Key Performance Indicators:

- 100% completion of annual PRD plans for all in BAROC Medical Physics.
- Staff engagement and retention targets met.
- Evidence of active coaching, mentoring, and performance management.
- Cross Campus collaboration evidenced through joint planning and/or project initiatives.

Financial Management

- Participate in budget planning, monitoring, and attainment for BAROC.
- Contribute to the development of business cases as directed by the Operations Manager and/or Director of Radiation Oncology.
- Directly consult with the Operations Manager about any program budgetary decisions, including but not limited to purchasing of equipment and consumables.

Grampians Collaboration

The BAROC Medical Physics Manager will liaise with Grampians Health Radiation Safety Officer and other services (when required) and represent AHRO as the delegate of the Radiation Oncology Operations Manager on combined Grampians-Austin Health committees. The Medical Physics manager will ensure the Operations Manager is briefed on all such matters and receives the relevant meeting correspondence. They are also responsible for escalating relevant matters to the AHRO Governance Group for visibility.

Selection criteria

Essential skills and experience:

- ACPSEM Accreditation/Certification in Radiation Oncology Medical Physics or equivalent
- Postgraduate degree in Physics



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- Previous experience in managing a Medical Physics group
- Willingness to work irregular hours
- Demonstrated ability to effectively lead team(s) to produce work of a high calibre
- Awareness of quality and safety issues
- Engagement with continuing professional development
- Experience in team supervision and leadership in a multidisciplinary environment
- Demonstrated excellence in communication, both written and verbal.
- Demonstrated leadership ability
- Demonstrated experience in Human Resource Management
- Commitment to quality, best practice and environmental safety
- Ability to problem solve in a variety of complex situations
- Ability to build a dynamic team which works effectively within a multidisciplinary environment
- Ability to implement, lead and support change
- Ability to initiate and manage clinical projects

Desirable but not essential:

- Track record in research and development
- Experience in teaching
- Post-graduate degree in Medical Physics (Masters, PhD), or Management domains

Professional qualifications and registration requirements

- Bachelor of Physics or equivalent
- Registered as a Qualified Medical Physics Specialist with the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM) or equivalent.
- Holds or eligible for a current Radiation Oncology Medical Physics Licence issued by the Department of Health Victoria.

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.

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).



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- 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.



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