

Position Description

Operations Manager – Radiation Oncology

Classification:	ON65 / FF19 (or equivalent) or Management contract - EX04
Business unit/department:	Radiation Oncology, Medical & Cancer Services
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> Ballarat-Austin Radiation Oncology Centre (BAROC) & Stawell-Austin Radiation Oncology Service (SAROS)
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025 Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026 Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Full-Time
Hours per week:	38 hrs/week
Reports to:	Director, Radiation Oncology (ONJ) Director, Radiation Oncology (BAROC)
Direct reports:	~ 10 EFT
Financial management:	Budget: Approx. \$30 million
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 Operations Manager provides strategic and operational leadership for the Austin Health Radiation Oncology Department, ensuring the delivery of high-quality, patient-centred care across all sites.

This senior role is instrumental in implementing sustainable improvements in service delivery, with a strong focus on optimising treatment capacity, improving patient outcomes, and meeting key service quality indicators.

Reporting to the Directors of Radiation Oncology (ONJ & BAROC), the Operations Manager leads the coordination of day-to-day operations while also setting the strategic direction for the service in partnership with clinical and executive leaders. The role involves proactive planning and execution of service development initiatives, long-term infrastructure and resource planning, workforce optimisation, and financial stewardship, ensuring alignment with both departmental priorities and broader organisational goals.

A key function of the role is to drive transformational change and continuous improvement across the Austin Health Radiation Oncology Department (AHRO), supporting a high-performance culture through effective leadership, stakeholder engagement, and evidence-based decision-making.

The Operations Manager will champion a culture of safety, quality, and innovation, and will be accountable for measurable improvements including increased linear accelerator utilisation, improve planning and treatment timelines, enhanced patient experience, and stronger system integration across sites.

The role requires a strategic thinker with extensive operational experience in radiation oncology and the ability to lead complex change while fostering collaboration between multidisciplinary teams, divisional leadership, and external stakeholders.

Based at Heidelberg, the role includes regular travel between campuses, and participation in virtual forums to maintain strong operational oversight and consistent service standards across the network.

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



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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 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

Role-Specific Responsibilities:

The Operations Manager is responsible for leading the Management Team of Radiation Therapy, Nursing and Medical Physicists, Administration, across Austin Health Radiation Oncology at both sites across the following domains:

Governance

- All staff are adequately inducted and trained regarding professional practice standards.
- All staff working in Radiation Oncology are provided with appropriate supervision, training and instruction in accordance with Austin Health policies including regular departmental performance planning.
- All staff comply with professional standards of practice as specified by Austin Health and the relevant professional Code of Ethics.
- Establish and maintain healthy and positive professional expectations and a climate that is encouraging and facilitates effective teamwork and a systems view to service provision.
- Practice within each discipline is contemporary and evidence based.
- Provide support to the Director of Radiation Oncology in reviewing, maintaining and enhancing departmental governance



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- Works with the Director of Radiation Oncology to establish, determine membership and maintain governance of operational and strategic committees within Austin Health Radiation Oncology in accordance with [Austin Health Clinical Governance Framework](#).

Strategic

- Drive enhancements in linear accelerator throughput, treatment planning timelines, and overall patient experience.
- Evaluate business processes, identify inefficiencies, provide strategic insights, and propose improvements to optimise outcomes.
- Assume responsibility for development and maintenance of a comprehensive annual Departmental Plan aligned with the strategic goals of AHRO and AH more broadly, with input from key Stakeholders.

Finances and Financial Analysis

- Financial oversight of all cost centres relating to Radiation Oncology including budget development in collaboration with the relevant cost centre managers and key stakeholders
- Development of all capital works proposals for equipment and facilities, authorisation of requisitions within approval limits and maintenance of proper recording of assets within parameters advised by the Director.
- Work with Director of Radiation Oncology and Professional Managers regarding all program budgetary decisions.
- Manage costs associated with purchasing equipment, infrastructure and consumables including procurement and planning for commissioning process at AHRO in consultation with key staff Review all Radiation Oncology Contracts, benchmark with expected Australian radiation oncology sector standards, lead negotiations and implement changes where required.
- Oversee financial systems to maximise billing, and monitoring of budgets
- Provide advice to the Director of Radiation Oncology on the effective, efficient and economical performance of the Department.
- Collaborate with AH Finance Partner and Divisional Director in regular budget and financial management in line with Austin Health expectations.

People & Culture Management and Leadership

- Ensure close collaboration between craft group leads (RT Managers, Medical Physics Managers, Nurse Unit Managers) at both sites (ONJ & BAROC) to increase harmonisation and harness synergy of the network.
- Ensure annual PRD completion of direct reports with direct input from and involvement of the relevant Director of Radiation Oncology at each campus.
- Maintain a high-level overview of staffing at both sites and redirect staffing resources appropriately in consultation with the Directors of Radiation Oncology and relevant managers.
- Understanding of contemporary issues and directions of radiation oncology services.
- Understand organisational change management concepts and practices and utilise them when leading change in the department.
- Provide effective leadership that motivates staff to perform at a high level and to embrace organisational processes including promotion of communication between sites.
- Maintain a strong network of external stakeholders to keep abreast of current trends within radiation oncology.
- Promote Austin Health Radiation Oncology as a service provider



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- Provide oversight to ensure efficient and comprehensive commissioning processes for new machines and that current machines are used to their full capacity, including ensuring systems are in place to support staff training and expertise
- Review processes and implement changes to facilitate improved efficiency and effectiveness of the service.
- Support the Directors of Radiation Oncology to lead and oversee change management within AHRO including implementation of a formal project planning and management structure and process.
- Utilise People and Culture Human Resource Partners input and guidance to ensure Radiation Oncology needs are met and Austin Health requirements are fulfilled.

Collaboration & Travel Requirements

- There is a requirement for on-site attendance at both ONJ and BAROC sites during the week and key times throughout the year.

Selection criteria

Essential skills and experience:

- Relevant training and experience in Radiation Therapy, Medical Physics, Radiation Oncology, or equivalent specialist knowledge.
- Strong understanding of contemporary issues and strategic directions in radiation oncology services, including models of care and workforce challenges.
- Demonstrated experience managing or negotiating contracts with radiation oncology equipment vendors and service providers.
- Relevant experience in a senior healthcare leadership role.
- Proven experience in financial management, including budgeting, forecasting, financial monitoring, and cost-efficiency strategies.
- Demonstrated ability to lead, manage and develop multidisciplinary teams, with a focus on performance, collaboration, and professional development.
- Excellent written, verbal, and interpersonal communication skills, including the ability to engage with clinical, executive, and external stakeholders.
- Proven success in leading and implementing change management initiatives in complex healthcare environments.
- Demonstrated leadership and strategic planning capabilities, with a track record of driving operational and service improvements.
- Strong analytical and problem-solving skills, including the ability to interpret data and use insights to guide decision-making and prioritisation.
- Experience in project management, including delivery of large-scale or multi-site initiatives.
- Commitment to quality improvement, patient safety, and consumer-centred service delivery.
- High level of organisational and time management skills, with the ability to manage competing priorities and meet deadlines in a fast-paced environment.
- Proficiency with health information systems, and performance reporting tools.
- Demonstrated success in stakeholder engagement across a wide range of professional groups, including executive leadership, clinical staff, health service partners, and government stakeholders.
- Knowledge of national safety and quality standards in radiation oncology and their application in operational improvement.



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Desirable but not essential:

- Previous experience in senior management within a Radiation Oncology Service.
- Access to an established professional network with external stakeholders in radiation oncology.
- In-depth knowledge of contemporary issues in public health and the broader healthcare policy environment.
- Experience working across a multi-site or networked radiation oncology service, with an understanding of the complexities of distributed service delivery.
- Familiarity with radiation oncology information systems such as ARIA, MOSAIQ, or similar platforms, including workflow and reporting functionality.
- Involvement in service reviews, accreditation processes, or quality audits within a healthcare setting.

Professional qualifications and registration requirements

- Tertiary Qualification in Radiation Therapy, Medical Physics, Radiation Oncology, or equivalent
- Health service or business management qualification

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).
- 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.



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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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