

Position Description

Radiation Therapy Manager (ONJ)

Classification:	Radiation Therapy Technologist – Grade 7, Level 1
Business unit/department:	Radiation Oncology, Medical & Cancer Services
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Employment type:	Full-Time
Hours per week:	38 hrs/week
Reports to:	Operations Manager, Radiation Oncology
Direct reports:	~ 57 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 Radiation Therapy Manager is responsible for the provision of high quality radiation therapy, professional leadership, and oversight of radiation therapy services at the Olivia Newton John Cancer Centre site.

This position is accountable for ensuring the consistent delivery of a high-quality, patient-centred radiation therapy service that meets contemporary clinical standards and achieves excellence in safety, efficiency, and required clinical outcomes. The Manager oversees the daily radiation therapy operations at ONJ and supports the radiation oncology operations manager in planning of the service, including workforce, quality and safety, financial stewardship, service development, and infrastructure planning.

The Radiation Therapy Manager leads a large and diverse team of radiation therapists, providing professional guidance, operational oversight, and performance support to ensure a skilled, engaged, and capable workforce. The role is instrumental in fostering a culture of continuous improvement, reflective practice, and professional development through mentoring, coaching, and structured learning initiatives.

As a key member of the Radiation Oncology leadership and governance teams, the Manager plays a critical role in driving innovation, implementing strategic priorities, and supporting cross-site initiatives where needed. This includes contributing to capital works and infrastructure planning, supporting the introduction of new technologies or treatment techniques, and ensuring compliance with national standards, legislative requirements, and organisational policies.

The role requires a strong commitment to interprofessional collaboration, patient-focused care, and evidence-based practice. This role collaborates with the Radiation Therapy Manager (BAROC) to build efficiencies, network profile and scale as appropriate.

The ONJ Radiation Therapy Manager works in close partnership with the Austin Health Operations Manager Radiation Oncology and ONJ Radiation Oncology Director to ensure service integration and alignment with Austin Health's broader strategic objectives, research goals, and teaching mission.

About the Directorate/Division/Department

Medical & Cancer Services

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 Ballarat Health Services (BHS) 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). 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



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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 ONJCWC 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

Deliver High-Quality Patient Care through Driving Change and Innovation

The Radiation Therapy Manager will lead the delivery of consistently high-quality, patient-centred care by fostering innovation, clinical excellence, and continuous service improvement. This includes:

- 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.
- Supporting the radiation oncology operations manager in the safe and effective implementation of new technology, ensuring all clinical governance, risk management, training, and infrastructure requirements are met prior to integration into routine care.
- 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, high satisfaction, and retention.
- Supporting the Radiation Oncology Research Director in increasing and promoting high quality research at Austin Radiation Oncology.
- Facilitating the translation of research findings and clinical evidence into routine clinical practice through education, leadership, and change management.

Key Performance Indicators:

- Consistent delivery of high-quality clinical outcomes against service activity benchmarks and KPIs.
- Demonstrated leadership in radiation therapy innovation Active engagement in change management and continuous improvement initiatives.
- Ensure practice within discipline is contemporary and evidence based
- Oversee a responsive approach to radiation therapy staff allocation based on clinical program requirements
- Provide oversight on unit coverage/distribution of workload – day to day, month to month, planning for periods of leave and keeping Operations Manager abreast 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 both the radiation therapy section and where appropriate for the overall service and with regard to consistency across Austin Health Radiation Oncology
- Involve consumers in the design of new services



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Quality and Risk Management

The Manager plays a pivotal role in ensuring the radiation therapy service meets all quality, risk, safety, and accreditation standards. Key responsibilities include:

- Ensuring compliance with all applicable legislation, professional standards (e.g., ARPANSA, NSQHS), and internal Austin Health policies.
- Leading the development, implementation, and review of departmental policies, protocols, and procedures to ensure they reflect best practice and support safe, effective care.
- Supporting the radiation oncology operations manager to determine departmental performance using clinical and operational data, facilitating the development of actionable insights and service improvements.
- Supporting the radiation oncology operations manager and key stakeholders to provide quality assurance, clinical auditing, mandatory training, occupational health and safety, and the evaluation of risk mitigation strategies.
- Managing the incident response framework within radiation therapy, including risk identification, investigation, reporting, and implementation of corrective actions.
- Assist in the development, update, improvement and overall management of standard operating policies and procedures both for both the radiation therapy section and where appropriate for the overall service and with regard to consistency across Austin Health Radiation Oncology
- Possess a detailed understanding of, and proactively advise on the Radiation Oncology Practice Standards Tripartite Initiative
- Proactively identify infrastructure gaps within the service according to the tripartite framework
- Complete DHHS audits pertaining to the tripartite framework

Key Performance Indicators:

- Support the Radiation Oncology Operations Manager and Director to complete a comprehensive annual Departmental Plan aligned with strategic goals.
- Support the Radiation Oncology Operations Manager with timely and accurate performance reporting with analysis and improvement actions.
- Implementation of a robust quality improvement program with measurable outcomes.
- Demonstrated leadership in risk management, audit processes, and incident response.
- Ensures radiation therapists follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for self, colleagues and members of the public
- Manages, refers or escalates concerns regarding safety, quality & risk to appropriate colleagues

Clinical Service Delivery

The Radiation Therapy Manager is expected to spend at least 10% of their time in direct clinical service delivery this may include but is not limited to:

- Independently plan, prepare, and deliver complex radiation therapy treatments with a high level of accuracy and safety.
- Conduct advanced patient assessments, simulation, and treatment verification, including the use of image-guided radiotherapy (IGRT) and adaptive radiotherapy techniques.
- Monitor patient progress throughout the treatment course, managing side effects and liaising with Radiation Oncologists and other healthcare professionals as appropriate.

Key Performance Indicators:

- Successfully complete clinical responsibilities

Professional Development



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The Manager is expected to model professional excellence and foster a culture of continuous learning and development among all radiation therapy staff. This includes:

- Setting and communicating clear performance, clinical, and professional standards, and acting as a visible role model for leadership, accountability, and integrity.
- Radiation Therapy Manager will lead the performance review process and facilitate development opportunities to all staff at least annually. For senior roles within Radiation Therapy service at ONJ Radiation Oncology the Radiation Therapy Manager will be involved in performance reviews
- Promoting equitable access to professional development opportunities, including advanced practice training, leadership development, and conference participation.
- Leading structured onboarding programs, staff mentoring, and succession planning initiatives to build workforce capability and resilience.
- Committing to personal professional development through participation in relevant leadership, clinical, and management education activities.

Key Performance Indicators:

- *All staff have active PRD plans with goals linked to team and organisational objectives.*
- *Demonstrated intervention and support in performance issues and staff development.*
- *Staff participation in education, training, and advancement opportunities.*
- *Recognition and development pathways for high-performing individuals.*
- *Complies with Austin Health mandatory continuing professional development requirements for self and manages ONJ radiation therapy staff to ensure they are also compliant.*

People & Culture Management and Leadership

Effective leadership of the radiation therapy workforce is a core requirement of this role. The Manager is responsible for:

- Strategic workforce planning to ensure appropriate staffing levels, skill mix, and workforce flexibility to meet changing service demands.
- Overseeing recruitment, credentialing, and onboarding of new staff, ensuring compliance with organisational policies and procedures.
- Promoting a culture of collaboration and respect, using clear, consistent, and transparent communication channels to engage and inform staff.
- Addressing and resolving workplace conflict and performance issues in a timely and professional manner, in accordance with industrial agreements and HR frameworks.
- Representing the radiation therapy team and contributing to broader organisational leadership discussions, committees, and forums.
- Close collaboration with Austin Health BAROC RT Site Manager, and with Director of Radiation Oncology, Nurse Unit Manager, Medical Physics Manager, and Administration Co-ordinator and any other staff as directed by Austin Health Radiation Oncology Operations Manager.

Key Performance Indicators:

- *Positive workforce engagement metrics and low vacancy/turnover rates.*
- *Demonstrated leadership in conflict resolution and performance management.*
- *Timely recruitment and onboarding processes with structured orientation.*
- *Improved staff satisfaction and inter-team collaboration indicators.*

Financial Management

The Manager has a supportive role in financial management of the radiation therapy service.

Responsibilities include:

- Supporting the operations manager in preparing and managing operational budgets
- Monitoring financial performance, identifying variances, and implementing corrective strategies to remain within budget and resource targets.



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- Supporting the operations manager in business case development, service planning and contract management.

Key Performance Indicators:

- *Cost-saving initiatives and efficiencies identified and actioned.*

Research

The Manager supports and promotes a research-active culture within the radiation therapy team.

Working with the Austin Health Director of Radiation Oncology Research to:

- Facilitating collaboration with internal and external research partners to enhance the radiation oncology research profile.
- Supporting governance structures to ensure safe, ethical, and well-prioritised research activity.
- Encouraging and enabling staff participation in research, including higher degrees, trial implementation, data collection, and dissemination of findings.
- Advocating for the translation of research outcomes into clinical practice and service development.

Key Performance Indicators:

- *Annual research target as agreed with Director of Radiation Oncology Research*

Selection criteria

Essential skills and experience:

- Greater than 10 years clinical practice
- Experience, skills and knowledge base in radiation therapy practice and team organisation and supervision commensurate with senior radiation therapist responsibilities
- Awareness of quality and safety issues
- Engagement with continuing professional development
- Experience in team supervision and leadership in a multidisciplinary environment
- Finance management
- Leadership and management experience
- Demonstrated ability to effectively lead team(s) to produce work of a high calibre
- Awareness of quality and safety issues
- Demonstrated excellence in communication, both written and verbal.
- 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:

- Familiarity with implementation of new radiation therapy technologies or techniques, and associated training and risk frameworks
- Experience leading or contributing to service redesign, infrastructure planning, or digital health projects.
- A health service management or business management qualification or working towards same
- Change management experience



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Professional qualifications and registration requirements

- Bachelor of Medical Radiation (Radiation Therapy) or equivalent
- Current registration as a Radiation Therapist via Australian Health Practitioner Regulation Agency (AHPRA)
- Current Victorian Radiation Use Licence
- Postgraduate qualification in related field

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.

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



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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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