

Position Description

Secretary – Radiation Oncology (BAROC)

Classification:	HS2 – HS21
Business unit/department:	Radiation Oncology, Medical & Cancer Services
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☒ Ballarat-Austin Radiation Oncology Centre (BAROC) & Stawell-Austin Radiation Oncology Service (SAROS)
Agreement:	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 (BAROC)
Direct reports:	Nil
Financial management:	Budget: N/A
Date:	June 2026

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 Secretary – Radiation Oncology provides high-level administrative support to the Director Radiation Oncology (BAROC) and contributes to the efficient and effective functioning of the Radiation Oncology Department (BAROC). The role, while reporting to the Director Radiation Oncology (BAROC), will provide wider administrative support to the leadership team within Radiation Oncology (BAROC) department.

The role supports departmental reporting requirements across Human Resources, Finance, access, and business performance metrics, and works collaboratively with the BAROC leadership team and broader BAROC department teams to ensure consistent and streamlined operations.

This position plays a key role in providing administrative support to the Director Radiation Oncology (BAROC) to support their role in driving continuous improvement, identifying risks, and developing systems and processes that support innovation, efficiency, and high-quality service delivery within the department.

This role requires strong attention to detail, excellent communication and organisational skills, and a demonstrated ability to manage multiple priorities in a dynamic and fast-paced healthcare setting.

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 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.



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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:

Operational

- Provide secretary support to the Radiation Oncology Director (BAROC) including, but not limited to, diary management, email management, preparation of reports and presentations, drafting of emails and correspondence. The role will also provide administrative support to the wider leadership team at BAROC.
- Provide central oversight (distribution, tracking, collation and submission) of key documents and registers, for example – risk registers, legislative compliance updates, contract documentation, document review processes, registers of reviews and organisational charts at the direction and in partnership with the Director of Radiation Oncology (BAROC).
- Accurately prepare and manage the distribution of correspondence, reports, or presentations.
- Monitor and coordinate Radiation Oncologist (Medical) calendars, coordinate tracking processes for planned and unplanned leave, scheduling conflicts, with escalation to Radiation Oncology Director (BAROC) where required.
- Support onboarding of RO registrars and consultants, including facilitating IT, compliance (registration and provider numbers), orientation and accommodation requirements.
- Fortnightly preparation of Radiation Oncologists timesheets for processing.

Meetings

- Provide secretariat support for committees and operational meetings, including scheduling, minute taking and distribution of agenda.
- Collate and design content for presentations as required.

Liaison and Communication

- Liaise with and aid BAROC senior leadership and provide general support to the broader BAROC department as required.
- Coordinate scheduling
- Liaise with external suppliers and Austin Health's Supply Department when ordering goods and services and ensure constant supplies where necessary.
- Communicate promptly to management with any concerns.
- Ensure all patient and clinician concerns are dealt with professionally and promptly.
- Co-ordinate minor service repairs within the department

Quality and Safety

- Working closely with the Radiation Oncology leadership team, collate and report performance data for monthly/quarterly reporting, key committees and for other purposes as required.
- Ensure safe work practices and a safe environment in accordance with Austin Health policies
- Co-ordinate follow up of any safety concerns
- Identify opportunities to improve administrative processes supporting the Director, Radiation Oncology (BAROC), to enhance efficiency and streamline workflows.
- Support the development of communications, correspondence, and responses to requests for information



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Other Duties

- Work effectively as a member of the Radiation Oncology Department (BAROC) to create a culture of quality, improvement and innovation.
- Perform other appropriate duties as required, included and not limited to supporting reception and patient/public facing roles.
- Management of routine invoice and staff reimbursement processes.
- Coordination and support for key events, including but not limited to Protocol days, Journal club and Austin Health Executive and referrer visits.

Selection criteria

Essential skills and experience:

- Demonstrated secretarial/administrative experience in a similar role.
- Ability to work both autonomously and as a member of a dynamic team.
- Commitment to positively support all staff to achieve best practices.
- Ability to give and receive feedback in a constructive framework.
- Proven effective communication skills both verbal and written.
- Demonstrated problem solving, organisational and time management skills.
- Understanding of medical terminology.
- Demonstrated high level of computer literacy including Microsoft Office Suite including advanced Excel skills.

Desirable but not essential:

- A sound knowledge of patient management systems including, but not limited to, IBA, ARIA, iMedX, Opal.
- General knowledge of Radiation Oncology or healthcare setting.
- Understanding of medical terminology.
- Demonstrated capability to contribute to quality improvement and change management processes.

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.



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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.



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