

Position Description

Vascular Laboratory Manager

Classification:	Scientist Grade 4 RZ5-7
Business unit/department:	Vascular Surgery / SAPM
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Full-Time
Hours per week:	40 with ADO
Reports to:	Celia Cosgriff - Divisional Manager Cardiac, Vascular, Neurosurgery, Orthopaedics & Specialty Surgery
Direct reports:	3.80 EFT
Financial management:	Budget: 730K
Date:	August 2026

We acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri 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. We acknowledge the deep and enduring connection that First Nations Peoples have to this land, and we honour their strength, resilience, and leadership. We are committed to creating a culturally safe and supportive workplace where Aboriginal and Torres Strait Islander voices are heard, valued, and empowered.

Position purpose

The Vascular Laboratory Manager is responsible for the leadership, operational management, quality assurance, workforce management and strategic development of the Vascular Laboratory. The role ensures the delivery of safe, high-quality, patient-centred non-invasive vascular diagnostic services that support clinical decision-making and optimise patient outcomes. The position works collaboratively with medical, nursing, allied health and administrative staff to maintain excellence in service delivery, accreditation compliance and continuous improvement.

About the Directorate/Division/Department

The Vascular Laboratory forms part of the Division of Surgery, Anaesthesia & Procedural Medicine and provides comprehensive non-invasive vascular diagnostic testing to support the assessment,

diagnosis and management of patients with vascular disease. The service works closely with Vascular Surgery, Interventional Radiology, Medical Imaging, inpatient services and ambulatory care programs.

The Vascular Laboratory delivers a broad range of diagnostic investigations including arterial, venous, cerebrovascular and abdominal vascular assessments. The department is committed to clinical excellence, patient-centred care, quality improvement, innovation, education and research, ensuring services align with contemporary best practice and accreditation standards.

The Vascular Laboratory also support clinical outpatient services for both varicose veins and aortic surveillance.

Position responsibilities

- Provide strategic leadership and operational management of the Vascular Laboratory, ensuring the delivery of safe, high-quality, patient-centred vascular diagnostic services.
- Oversee day-to-day service operations, including workforce planning, rostering, workload distribution and leave management to maintain efficient service delivery.
- Monitor service demand and performance, ensuring timely patient access and achievement of established operational and clinical targets.
- Ensure clinical practice complies with relevant legislation, professional standards, organisational policies, and accreditation requirements, including the National Safety and Quality Health Service (NSQHS) Standards.
- Lead quality assurance, quality improvement, clinical governance and risk management activities in accordance with the NSQHS Clinical Governance Standard and recognised best-practice frameworks.
- Develop, implement, review and maintain departmental policies, procedures, protocols and work instructions to support safe and effective vascular diagnostic services.
- Monitor, analyse and report key performance indicators, service outcomes and operational metrics to support service improvement and strategic decision-making.
- Manage departmental financial resources, including budget oversight, equipment lifecycle planning, capital replacement, procurement and resource utilisation.
- Ensure all vascular ultrasound and diagnostic equipment is appropriately maintained, calibrated, serviced and monitored through documented quality control processes.
- Lead and coordinate accreditation activities, ensuring ongoing compliance with applicable NSQHS Standards, NATA accreditation requirements and relevant ISO quality standards.
- Develop, implement and review departmental policies, procedures and clinical protocols.
- Maintain systems and processes that support accreditation readiness, including document control, audits, competency assessment, quality management systems and corrective action programs.
- Investigate incidents, complaints, clinical risks and adverse events, implementing corrective and preventative actions to improve patient safety and service quality.
- Provide leadership, supervision, mentoring, coaching and performance management to support a high-performing and engaged workforce.
- Promote workforce capability through education, credentialing, competency assessment, succession planning and professional development opportunities.
- Foster a culture of teamwork, innovation, accountability, safety and continuous improvement.
- Contribute to organisational service planning, business development initiatives and strategic projects.
- Collaborate effectively with vascular surgeons, physicians, radiologists, nursing staff and other stakeholders to optimise patient outcomes and service integration.
- Support and promote clinical research, audit activities and evidence-based practice to advance service excellence and patient care outcomes.
- Ensure departmental compliance with:



**Our actions
show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**

- National Safety and Quality Health Service (NSQHS) Standards;
- NATA accreditation requirements and associated quality management system standards;
- Relevant ISO standards applicable to diagnostic and laboratory services;
- Lead, supervise and develop administrative staff, ensuring appropriate staffing, performance management, training and succession planning.
- Oversee local clinic operations, including patient scheduling, referral pathways, waitlist management, reception services and clinic workflow coordination.
- Monitor diagnostic service billing performance and revenue trends, identifying opportunities to improve billing accuracy and financial sustainability.
- Ensure clinical documentation supports Medicare billing compliance and audit requirements.
- Partner with finance, administration and clinical teams to address billing discrepancies, compliance risks and revenue optimisation opportunities.
- Provide education and guidance to clinical and administrative staff regarding MBS eligibility, billing requirements and documentation standards.

Selection criteria

Essential skills and experience:

- Demonstrated experience in vascular diagnostic testing and contemporary vascular laboratory practice.
- Proven leadership and management experience within a healthcare environment.
- Demonstrated ability to lead and develop multidisciplinary teams.
- Extensive knowledge of quality management systems, accreditation requirements and clinical governance frameworks.
- Experience in operational management, workforce planning and resource allocation.
- Demonstrated experience developing and implementing service improvement initiatives.
- Strong financial and business management skills, including budget monitoring and resource management.
- Highly developed communication, negotiation and stakeholder engagement skills.
- Demonstrated ability to manage competing priorities and achieve outcomes in a complex healthcare environment.
- Commitment to patient-centred care, quality improvement and organisational values.

Desirable but not essential:

- Previous experience managing an accredited vascular laboratory.
- Postgraduate qualifications in Health Management, Business Administration, Leadership or related discipline.
- Experience with healthcare information systems and reporting tools.
- Experience leading research, audit or innovation programs.
- Knowledge of public health service operational and funding environments.



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future

Professional qualifications and registration requirements

- Tertiary qualification in Vascular Science, Medical Ultrasound, Medical Imaging or a related health discipline.
- Accreditation as a Vascular Scientist and/or Medical Sonographer with the relevant professional body.
- Current registration with the Australian Sonographer Accreditation Registry (ASAR) where applicable.
- Eligibility for membership of relevant professional organisations.
- Ongoing participation in continuing professional development activities

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 creating a culturally safe, inclusive and anti-racist environment for all staff, patients, consumers, carers and communities. We recognise that racism, discrimination and exclusion negatively impact health and wellbeing, and acknowledge the unique and ongoing effects of colonisation, dispossession and systemic inequities experienced by Aboriginal and Torres Strait Islander Peoples. We are committed to embedding cultural safety and inclusion across all levels of our health service, actively identifying and eliminating racism in all its forms, and equipping our



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future

people with the knowledge, skills and confidence to challenge racism, foster respect, and create a safer and more equitable experience for everyone.

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**