



Position Title:	Manager - Biomedical Engineering
Reports to:	Director of Infrastructure and Assets
Department:	Biomedical Engineering
Directorate:	Capital Projects, Infrastructure & Support Services
Cost centre:	Y2015
Code & classification:	Biomedical Engineer, Class 5 (PI6 – PI8) or Grade 6 (HS6)
Performance review:	Upon completion of probationary and qualifying period and annually or as requested
Employment conditions:	Biomedical Engineers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024 - 2028 and its successors, or Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2025 and its successors, and GV Health Policies and Procedures (and as varied from time to time).

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura and Rushworth. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services across the Goulburn Sub-Region within the Hume Region.

The *Goulburn Valley Health Strategic Plan 2024-26* provides the direction for GV Health with key elements summarised below.

GV Health is committed to ensuring that all staff are fully immunised, therefore employment within GV Health is conditional upon evidence of having been vaccinated.

OUR PURPOSE

Improving community wellbeing through high quality health services, outstanding care and learning.

OUR VALUES AND BEHAVIOURS

Our culture is made up of our CREATE values and behaviours, through which we commit to delivering ongoing quality healthcare for our community. Our CREATE values and behaviours are the foundations for our strategic pillars, and for achieving our goals.

Compassion

- We treat others with kindness and respect;
- Our deep connection to the community enhances our care for patients;
- We support the whole patient journey;
- We are understanding of each other.

Respect

- We respect the patient's voice and their choices;
- We celebrate diversity and are proud of multiculturalism;
- We respect differences of opinions;
- We respect the input of different disciplines and areas of expertise.

Excellence

- We are encouraged to grow professionally and personally;
- We are leaders in what we do;
- We invite feedback and are always striving to do better;
- We connect patients to further care and information.

Accountability

- We are responsible for our actions;
- We are courageous in our decision making and grow from our mistakes;
- We deliver what we promise;
- We don't compromise on our standards.

Teamwork

- We are a multi-skilled workforce and we pool our resources together;
- We mentor and support one another;
- We take a collaborative approach to care;
- We are approachable.

Ethical behaviour

- We hold ourselves to high standards;
- We rigorously uphold professional boundaries in our regional setting where patients may be friends or family too;
- We value and respect our patient's privacy and trust;
- We stand up against unsafe practice.

CREATE Outstanding

CREATE Outstanding encompasses foundation elements of the *Goulburn Valley Health Strategic Plan 2024-26* to link GV Health's purpose, values and our Culture of Care with fundamental organisational systems and processes. GV Health is striving to achieve CREATE Outstanding in every interaction with the people services are provided for as well as how staff work with each other.

ROLE STATEMENT:

The Manager Biomedical Engineering is primarily responsible for the efficient and effective day-to-day operation of the Biomedical Engineering Department both within the GV Health Shepparton main campus and other sites such as the Tatura, Waranga, & Corio Street campuses. The Biomedical Engineering Department also supports external hospitals such as Echuca Regional Health, Kyabram District Health Service, Euroa Health and the Shepparton Private Hospital, and may further support local general practitioner and physiotherapy clinics as needed.

As well as the important task of managing technical staff, the Manager Biomedical Engineering is responsible for the ongoing development of the Biomedical Engineering service, ensuring it keeps abreast of current technological trends and developments, and providing technical advice to Hospital Management where necessary. The Biomedical Engineering Manager will be required to attend various committee meetings and external stakeholder forums such as HealthShare Victoria Reference Groups as reasonably directed.

The Manager Biomedical Engineering must ensure compliance with all relevant Australian Standards and all other accreditation and regulatory requirements that pertain to Biomedical Engineering services.

The Manager Biomedical Engineering is required to allocate more than half their work time to perform workshop repairs and routine preventative maintenance of Biomedical Equipment. The Manager Biomedical Engineering will be competent to repair and perform routine preventative maintenance on high-risk medical equipment such as anaesthetic machines and intensive care ventilators.

EXTERNAL RELATIONSHIPS:

Liases with:

- Equipment Suppliers
- External contractors
- Regional Hospitals
- HealthShare Victoria

INTERNAL RELATIONSHIPS:

Liases with:

- All Departments within GV Health
- Nurse Unit Managers, Clinicians and other clinical staff.
- Hospital Management
- Infrastructure/Engineering Department
- Capital Projects

Positions reporting to this role:

- Biomedical Engineers
- Biomedical Technicians
- Biomedical Trainee Technician

KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:

- Workshop repairs and routine preventative maintenance of Biomedical Equipment.
- Responsible for the management of the Biomedical staff across GV Health
- Liaise with internal stakeholders regarding service and equipment provision of medical equipment with the aim of increasing standardisation and cost-effectiveness of the service.
- Organising and scheduling of all routine preventative maintenance and repair work undertaken by the Biomedical Engineering Department.
- High-level liaison and negotiation with Clinical Staff
- Provide up to date advice and assistance to the management and staff of GV Health with regard to the evaluation, purchase, maintenance and disposal of medical equipment.
- Represent GV Health at any Biomedical Engineering organisational meeting such as the VHA Biomed Focus Group.
- Maintain up-to-date knowledge in Medical Equipment Engineering and attend training courses and seminars as required.
- Participation in HealthShare Victoria equipment working parties as directed by the Executive.
- Lead the human resources functions of the department including recruitment where necessary
- Lead the financial functions of the department including the development, monitoring and reporting on the annual budget.
- Lead the development and implementation of the Annual Operation Plan and Annual Quality Plans to ensure risks are managed and improvement objectives are met
- Lead the development and provision of the monthly report to the relevant Divisional Director/Executive Director against key performance indicators for financial, human resources, quality and risk objectives
- Lead/develop and implement governance projects/quality committees and activities as required
- Provide a high quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas.
- Participate in the Infrastructure Daily Operation System meetings.
- Attendance at the Capital Planning & Procurement Committee and any other committees as directed by the Executive.

QUALITY, SAFETY, RISK and IMPROVEMENT

- Ensure compliance and application of responsibilities as outlined in the GV Health Risk Management framework
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public
- Investigate, evaluate, report and manage risk through appropriate systems and ensure actions are taken to prevent and minimise harm to all
- Contribute to organisational quality and safety initiatives and participate in the evaluation and continuous improvement processes
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Measure and respond to feedback and complaints including reporting findings to management and the appropriate committees
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.



OTHER REQUIREMENTS FOR NON-CLINICAL MANAGERS:

- Actively manage employees by conducting annual performance and development reviews and ensuring that health and safety, employment principles and legislative requirements are met
- Identify employee education and development needs, recognise competencies of employees and ensure employees complete compulsory training
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews
- Develop and maintain collaborative relationships with all other teams and professionals
- Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines
- Where relevant collaborate with consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities
- Maintain confidentiality in regard to all information concerning GV Health, its consumers and employees
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Assist with the supervision of students where appropriate
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews
- Complete the mandatory training requirements as defined by GV Health
- Participate in committees and professional groups and disseminate relevant information to relevant employees
- Comply with the principles of Patient and Family Centred Care
- Promote GV Health as a quality regional health service provider.

KEY PERFORMANCE INDICATORS:

- Preventative Maintenance performed within agreed KPI timeframes.
- Breakdown maintenance equipment downtime minimised.
- The department is within budget, performance and development reviews are completed on time, training and core competency requirements are met as per the GV Health Education Framework and leave balances are managed in accordance with the policy and procedure to minimise liability
- Quality, safety and risk plans and activities are implemented in accordance with the relevant frameworks and procedures
- 90% attendance and active participation at committees, working groups and meetings
- Active participation in the Performance and Development review process

Other Position Requirements

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required.

GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

KEY SELECTION CRITERIA:

Mandatory

- Commitment to the GV Health Values of *Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour*.
- Relevant qualification as a Biomedical, Electrical or Electronic Engineer or Technician
- Demonstrated knowledge, experience and skills in an appropriate Biomedical Engineering/Technician discipline
- Previous experience in managing and coordinating Biomedical Engineering work
- Demonstrated knowledge of Medical Equipment and other Australian standards relevant to Biomedical Equipment for all aspects of patient care
- Excellent communication, negotiation and problem-solving skills
- Proficiency in the use of Microsoft Office applications and Asset Management Software
- Satisfactory National History Criminal Check prior to commencement of employment
- Satisfactory Victorian ‘Employee’ Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment

Inherent Requirements

GV Health has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The role may require the following tasks among other things:

CLERICAL / ADMINISTRATION ROLE	
	<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling, lifting) ▪ sitting, standing, bending, reaching, holding, lifting ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general waste ▪ pushing and pulling trolleys / filing ▪ work at other locations may be required ▪ shift work in some roles ▪ driving motor vehicles ▪ dealing with anxious or upset consumers or members of the public

Reviewed by	Executive Director Capital Projects, Infrastructure & Support Services
Issued	April 2024
Reviewed	April 2025



GV Health



CREATE. Outstanding.

I acknowledge:

- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That GV Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to GV Health’s Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Physical Requirements of the position.
- I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- That GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____

_____/_____/_____

(Print Name)