Position Description

Position Title:	Biomedical Engineer
Reports to:	Manager - Biomedical Engineering
Department:	Biomedical Engineering
Directorate:	Capital Projects, Infrastructure & Corporate Support Services
Cost centre:	Y2015
Code & classification:	Class 2 Year 1 – Year 2 (PH55-PH56)
Employment conditions:	Biomedical Engineers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024–2028 and its successors and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

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).

POSITION SUMMARY

The Biomedical Engineer reports directly to the Manager, Biomedical Engineering within the Biomedical Engineering Department. The Biomedical Engineer is responsible for working as part of this specialised department to provide service and support for a variety of biomedical equipment. The Biomedical Engineering Department supports and services all GV Health campuses, in addition to a range of other regional health sites.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to the following:

- Perform scheduled safety and performance testing of Biomedical Equipment as directed and in accordance with AS3551, including maintaining adequate records of this.
- Conduct compliance tests on Patient Areas as per AS3003 and maintain adequate records of this.
- Ensure Biomedical test equipment is maintained (with adequate records kept) and in good working order.
- Perform other tasks and duties as requested by Manager Biomedical Engineering, in accordance with the function of the Biomedical Engineering Department.
- Contribute to the evaluation and analysis of guidelines, policies and procedures (Class 2)
- 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 ad-hock urgent out-of-hours work where and when required.

KEY SELECTION CRITERIA

Formal Qualification(s) and Registration(s) Requirements:

Essential:

- A relevant Degree qualification in Biomedical Engineering and to be eligible for Engineers Australia membership.
- Knowledge and understanding of relevant Australian Standards (AS/NZS 3551 & 3003).
- Current Victorian Drivers Licence.

Desirable:

- Knowledge of IT networking principles.
- Knowledge and understanding of relevant Australian Standards (AS/NZS 2896).
- Two to five years Biomedical Engineering working experience.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful achievement of:

- Completion of agreed reactive maintenance and planned preventative maintenance (PPM), including related biomedical engineering activities within established timeframes and departmental targets.
- Maintaining accurate and up-to-date documentation, service records and asset information relating to equipment inspections, maintenance, repairs and biomedical engineering activities.
- Proactively managing work order backlogs, following up outstanding parts and service requirements with suppliers, and providing timely updates to customers and stakeholders.
- Accurate recording and accountability of spare parts, consumables and inventory usage against relevant assets and work orders.
- Promoting and contributing to effective teamwork, collaboration and service delivery within the Biomedical Engineering Department and across GV Health.
- Participating in team meetings and contributing to departmental planning, communication and continuous improvement activities.
- Maintaining a safe, organised and hazard-free work environment in accordance with occupational health and safety requirements.
- Contributing to service quality, compliance and continuous improvement initiatives that support safe, reliable and effective medical equipment management.
- Supporting compliance with relevant standards, policies and procedures, including AS/NZS 3551, AS/NZS 3003, and GV Health requirements.
- 100% compliance with training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process.

ALL GV HEALTH STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I do possess the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and at all times, follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Capital Projects, Infrastructure & Corporate Support Services	**Biomedical Engineer**
Reviewed by:	Manager - Biomedical Engineering
Issue Date:	November 2026

ABOUT US

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, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: Values and Vision - GV Health

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: Strategic Plan 2024-2026 - GV Health

FOR MORE INFORMATION

Application tips: Application Tips - GV Health
GV Health: https://www.gvhealth.org.au/about/
Child Safety and Wellbeing: Child Safety and Wellbeing - GV Health

Living in Goulburn Valley: Goulburn | Regional Living Victoria
GV Community Connector: Community Connector Program for Businesses