

Position Description

Position Title	Deputy Manager
Position Number	30009673
Division	Clinical Operations
Department	Loddon Mallee Integrated Cancer Services
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2025-2027
Classification Description	Administrative G6
Classification Code	HS6
Reports to	LMICS Strategic Manager
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	- National Police Record Check - Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The role of LMICS Deputy Manager will be to assist the LMICS Strategic Manager with activities including program management, human resource and financial management, funding submissions, LMICS representation and Department of Health reporting requirements. The Deputy Manager will be responsible to oversee the service improvement project delivery activities of the LMICS Data & Project staff, but not have line responsibility for their overall management. In addition, the Deputy will support LMICS strategic planning and governance in partnership with the Manager. The role will have specific responsibilities to ensure LMICS reporting requirements are met to the Victorian Government and LMICS Governance Group and partner health services. This position reports to the LMICS Strategic Manager.

Responsibilities and Accountabilities

Key Responsibilities

- Project management leadership and specific project oversight to support LMICS funding and service agreement and contribution to the delivery of the Victorian Cancer Plan 2024-2028. This role will actively participate in local and state-wide projects/networks and play a key role in working with LMICS Strategic Manager and team in the design, planning, implementation, monitoring and evaluation and reporting of all projects.
- Strategic planning and stakeholder engagement – work with the LMICS Strategic Manager and member health service leaders in the development of strategic planning, setting priorities and measures, business case development, and reporting.
- Responsibility for the Victorian Integrated Cancer Services (VICS) workplan and actively participating in relevant VICS meetings and networks

Accountabilities

Management

- Promote a positive work culture; driving a shared vision to achieve objectives, moulding effective work teams and encouraging staff to take responsibility while supporting professional development and growth.
- Deputise for the LMICS Strategic Manager, with full delegations, when the Manager is on leave.
- Actively contribute to the LMICS leadership team, which includes the LMICS Clinical Directors and LMICS Strategic Manager.
- Undertake delegated HR related duties including recruitment, PRDPs etc. in collaboration with the LMICS Strategic Manager.

Strategy

- Stay abreast of the Victorian Cancer Plan and key priorities and data at a National, State and local level which influence cancer service delivery.
- Lead the consultation, development and achievement of LMICS Strategic Priorities, in collaboration with the LMICS Strategic Manager.
- Continually scope and identify emerging issues that are of strategic significance to the LMICS.

- Consult with and reconcile the priorities and views of stakeholders, to maintain a coherent and relevant strategic direction.
- Ensure LMICS incorporates the priorities, policies and reforms of the Victorian Government into the LMICS strategic direction.

Communications, Governance & Reporting

- Provide leadership to LMICS staff to meet individual reporting requirements, including mentoring in report writing and editing LMICS work, to ensure consistency of information disseminated.
- Oversee the development of the LMICS Annual Reports from design concept, writing, finalisation and distribution.
- Contribute to the planning and delivery of the LMICS Annual Forums and appropriate local and national conferences.
- Provide leadership to the LMICS communications portfolio lead and co-ordinator, in the implementation of the VICS & LMICS communication strategies, maintaining oversight of their impact on LMICS strategy and reputation.
- Support the development of grant funding applications.

Project Management:

- Work closely with the LMICS Strategic Manager in assessing requests for improvement projects and assessing such against agreed criteria. Preparation of Project Briefs for the LMICS Governance Group for new proposals.
- Be responsible for the leadership of complex, state-wide and local service improvement projects as agreed and required via VICS and local initiatives
- Provide leadership and day to day oversight to LMICS project staff, in developing, implementing, monitoring and evaluating projects.
- Work with the LMICS Data & Quality Specialist to provide strategic leadership in all data and information management related activity/projects, including ensuring data requests are managed in accordance with the VICS Data and Information Management Framework.
- Support the LMICS Data Service to develop local processes to facilitate improved data access for LMICS internal and external stakeholders.

Workforce & Relationships:

- Actively participate in VICS meetings
- Collaborate with colleagues across sites and services in a seamless manner.
- Present at and attend conferences and undertake professional development and networking opportunities.

Key Selection Criteria

Essential

1. Tertiary qualifications in relevant health or related discipline.
2. Project Management experience in health settings with formal qualifications, and/or high-level experience in complex environments, with evidence of successful development, implementation, monitoring and evaluation of projects.

3. Knowledge and understanding of regional health services/specialist cancer services and their potential alignment/integration with the Department of Health Victorian Cancer Plan 2024-2028.
4. Change Management knowledge and high-level leadership skills with the ability to motivate, inspire and manage staff and partners to achieve organisational and interagency goals utilising recognised methodologies.
5. Demonstrated high level analytical and problem-solving skills across a range of areas; including information and communication technology.
6. Highly developed communication and relationship management skills including the ability to build and maintain strong collaborative partnerships with LMICS stakeholders and lead and oversee specific project work of the LMICS staff.
7. Capacity to work both autonomously and in a team on a range of diverse issues to meet stringent project deadlines.
8. Highly developed written and oral communication skills including a high level of computer literacy and capability, negotiation and facilitation skills.

Desirable

9. Current knowledge of contemporary health systems and DH policy directions.
10. Clinical redesign or healthcare improvement qualifications, or extensive experience.
11. Specialised knowledge from extensive experience in health service management across a variety of disciplines.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical

and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.