

Position Description

Position Title	Director – Medical Imaging
Position Number	30101791
Division	Community and Continuing Care
Department	Medical Imaging
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Med Imag Tech G5
Classification Code	AF35
Reports to	Senior Director Clinical Support Services
Management Level	Tier 2 - Director Operations Managers
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Working with Children Check • Drivers Licence • 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 Director of Medical Imaging provides strategic and operational leadership for the Medical Imaging Department, working collaboratively with the imaging leadership team and senior leaders across Bendigo Health. They oversee the delivery of high-quality, accessible imaging services across Bendigo Health and the Loddon Mallee Health Network, while supporting workforce development, performance, and continuous improvement to achieve organisational objectives.

Responsibilities and Accountabilities

Key Responsibilities

Operational Performance & Service Delivery

- Provide pro-active professional day-to-day operational leadership for the medical imaging department
- Work collaboratively with senior management and colleagues across Bendigo Health to ensure efficient and effective strategic and operational performance, planning and service delivery
- Manage service contracts (in conjunction with procurement) on all medical imaging to ensure all equipment is appropriately covered
- Provide strategic advice to the Senior Director Clinical Support Services alerting them to current and future constraints, and developing demands on imaging services at Bendigo Health
- Ensure the PACS and RIS are operational and fulfil the requirements of Bendigo Health in regards to uptime, integration and features
- Maintain a customer service approach, aligned to the Bendigo Health values
- Be a member of and active contributor, reporting on KPI compliance at the Imaging Steering Committee
- Escalate supply chain issues for key consumables and ensure all steps are taken to maintain activity with sourcing alternative products in keeping with Health Share Victoria purchasing processes

Financial Accountability

- Responsible for overall operational budget for medical imaging
- Completion of monthly reports for Medical Imaging services
- Reporting of monthly variances to Business Director and Senior Director Clinical Support Services
- Act as the Radiation Management Licence Holder for Bendigo Health
- Act as the authorised officer, maintaining the LSPN for Bendigo Health Medical Imaging, without disruption to MBS billing
- Responsible for billing compliance aligned to MBS, third party payee and hospital funding rules
- Assist in the management of the contract between Bendigo Health and external service provider

Quality, Safety & Risk

- Ensure that DIAS accreditation is maintained, and that Medical Imaging meets National Safety and Quality standards at all times

- Ensure that Radiation Management licence is maintained and licence condition are met at all times
- Proactively manage and escalate risks associated with service delays and quality, equipment faults, patient safety and staff safety

Workforce & Capability

- Ensure effective management of staff including HR, Industrial Relations, mandatory training, recruitment and retention and Workplace Health and Safety
- Be responsible for workforce planning and development of the MITs, Sonographers and Administration Support teams
- Ensure all staffing levels are adequate to meet the needs of the service
- Ensure all staff are appropriately licenced and registered
- Promote the observance of accepted ethical and professional behaviour amongst all staff in line with Bendigo Health values

Performance & Improvement

- Advise on imaging equipment needs, planning and future directions
- Manage/assist with equipment funding applications, equipment procurement and installation
- Monitoring and undertaking analysis of performance of services/activity and making recommendations as required, presenting funding opportunities to support
- Conduct regular review of service model to ensure most effective use of resources

Key Selection Criteria

Essential

1. Degree or equivalent that enables AHPRA Registration as a Medical Radiation Practitioner
2. Experience leading a large diagnostic imaging service
3. Ability to develop a high performance, supportive culture and team
4. Ability to communicate at all levels of the organisation
5. Proven ability to implement change in a complex environment
6. Knowledge and understanding of Diagnostic Imaging Accreditation Standards (DIAS) and Radiation Legislation and compliance requirements
7. Demonstrated understanding of MBS billing rules
8. Experience in effective resource and budget management
9. Contract management experience

Desirable

10. Postgraduate qualifications in business or health management

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.