



HSS Registered

Senior Medical Multimedia Designer

Health Salaried Officers Agreement: G6

Position Number: 603602

Medical Multimedia Design Department / Royal Perth Bentley Group

East Metropolitan Health Service (EMHS)

Reporting Relationships

Executive Director, Royal Perth Bentley Group (RPBG)
Position Number: 104822



Manager Office Executive Director (RPBG)



Manager Medical Multimedia Design Dept
HSO Level G8



This Position



Directly reporting to this position:

Administration Assistant	HSO G3
Medical Photographer	HSO G4
Medical Graphic Designer	HSO G4
Medical Videographer	HSO G4

Also Reporting to this Supervisor:

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Key Responsibilities

Responsible for the coordination and supervision of the medical multimedia design dept service within the Royal Perth Bentley Group (RPBG) and East Metropolitan Health Service (EMHS). Overseeing the delivery of clinical and general photography, video production, medical and graphic art, digital multimedia and web-based resources. Coordinates a comprehensive clinical and general database in accordance with EMHS & Western Australian Health policies.

EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.



Royal Perth Hospital staff share a strong sense of pride in the longstanding principles of Servio, Latin for 'to serve' which adorns our historic crest. The principles of this statement, adopted in 1937 bear testimony to the longstanding tradition of excellence in service that we strive to perpetuate into the future

Brief Summary of Duties (in order of importance)

1. Management

- 1.1 Co-ordinate and manage the daily provision of medical multimedia services to RPBG and EMHS ensuring the delivery of efficient services within agreed timeframes and performance targets.
- 1.2 Liaise with internal and external stakeholders on issues impacting on the delivery of service and monitors and manages personnel, workload and resources accordingly.
- 1.3 Lead, coordinate, delegate and manage projects and work undertaken by the Medical Multimedia Department for RPBG and EMHS.
- 1.4 Maintain the Medical Imaging databases ensuring compliance with agreed policy and process and provides permitted staff with access.
- 1.5 Research and evaluate new technologies and provides advice on new developments in relative areas.

2. Administration

- 2.1 Ensure an equitable level of service is provided to the departments stakeholders whilst ensuring that work is prioritised appropriately.
- 2.2 Take responsibility for quality control of equipment by ensuring competent professional handling and regular testing and maintenance.
- 2.3 Organise and maintains appropriate quality assurance and on-going staff education and training programs.
- 2.4 Review protocols and plans to support improvement and development of services.

3. Production

- 3.1 Provide advice and participate in the production of photography, videography, illustration, design and other medical multimedia services.
- 3.2 Coordinate a responsive patient photographic service utilising digital photographic or videography techniques including clinical, scientific, processing, printing, cataloguing and archiving.
- 3.3 Coordinate the use of multimedia software within the Department to ensure optimal outcomes. Ensure that appropriate and accurate archiving procedures are used.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Ensure, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Actively participate in the Peak Performance program.
- 4.3 Support the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Adhere to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 4.5 Complete mandatory training (including safety and quality training) as relevant to role.
- 4.6 Perform duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

5. Undertake other duties as directed.

Essential Selection Criteria

1. Extensive demonstrated relevant experience in a supervisory or managerial role in large organisation.
2. Demonstrated extensive experience in a medical multimedia health care environment.
3. Demonstrated knowledge and experience in appropriate medical multimedia technologies and PC/Mac based applications, including digital photographic, video, design and online communication – and relevant IT and AV systems and processes.
4. Demonstrated experience and understanding of photographic digital workflow and database management.
5. Well-developed interpersonal and communication skills.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Diploma of Management (or equivalent).
2. Experience in project management.
3. Demonstrated commitment to furthering professional education and the development of advanced skills.
4. An understanding of quality assurance and performance management principles.

APPOINTMENT PREREQUISITES

Appointment is subject to:

- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia
- Completion of 100-point identification check
- Successful criminal record screening clearance
- Successful pre-placement health screening clearance
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.			
Manager / Supervisor	Signature	or	HE Number Date
Dept. / Division Head Name	Signature	or	HE Number Date
As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.			
Occupant Name	Signature	or	HE Number Date
Effective Date			
HSS Registration Details (to be completed by HSS)			
Created on	April 2022	Last Updated on	14 April 2022