

ORGANISATIONAL OVERVIEW

Introduction:

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health:

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health:

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

Essential:

- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.



POSITION DESCRIPTION

Position Title:	Automation Developer
Business Unit/Division:	Digital Health
Award Agreement:	Health & Allied Health Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2025
Classification:	HS5
Employment Type:	Fixed term
Reports to:	Director, Development
Date Prepared/Updated:	May 2026

ROLE STATEMENT

General Role Statement:

As a Automation Developer at Northern Health, you will be at the intersection of rapid automation and robust software engineering. You will join an established, high-performing team dedicated to transforming healthcare delivery through innovative digital solutions that support both clinicians and patients across Melbourne's northern suburbs. By bridging high-level technical vision with hands-on implementation, you will help engineer and maintain scalable digital platforms that streamline workflows and set a new standard for excellence in the digital health landscape.

Working within a modern DevOps environment, you will harness the power of Microsoft's Power Platform — specifically Power Automate alongside our core technology stack of Ruby on Rails and React. You will play a pivotal role in building intelligent automation solutions focusing on reducing administrative burdens for healthcare professionals. From optimising clinical workflows to supporting SQL-backed data pipelines and integrating systems across our multi-platform environments, your technical contributions will directly improve daily interactions between staff and patients.

You will work alongside a supportive team of technical professionals who value creative problem-solving and collaborative growth. As you develop your expertise in CI/CD pipelines and infrastructure as code, you will contribute to a culture of innovation that ensures our internal applications remain secure, reliable, and future-ready. This is an exciting opportunity to grow your career as a developer while making a tangible difference in transforming how care is delivered in our community.

All employees:

Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.

- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Key Responsibilities

- Automation Development & Support: Assist in the design, build, and maintenance of intelligent automation solutions using Microsoft Power Platform and RPA tools, ensuring they align with established team standards.
- Standards Adherence: Contribute to the Northern Health Automation Centre of Excellence by applying best practices and consistent development patterns across all enterprise-wide implementations.
- Component Library Contribution: Support the creation and documentation of reusable automation components and templates that improve efficiency and scalability for various departments.
- Technical Collaboration: Work closely with senior developers and clinical stakeholders to identify automation opportunities and assist in representing the team's initiatives across the organisation.
- Operational Continuity: Participate in the maintenance and monitoring of existing automation flows to ensure reliable performance and minimal disruption to clinical and administrative workflows.

Technical Skills & Experience

- Microsoft Power Platform: Foundational knowledge of Power Automate (cloud, desktop flows) to build and maintain automated workflows.
- Web Technologies: Working knowledge of HTML, CSS, and JavaScript to support customisations within the Power Platform and the wider digital ecosystem.
- Foundational Programming: Familiarity with a high-level language such as Ruby, Python, or C#, with an understanding of basic programming logic (loops, variables, and data structures).
- Data & APIs: Basic understanding of JSON and RESTful APIs, including how to fetch and push data between disparate software systems.
- Database Fundamentals: Working knowledge of SQL Server, including the ability to read and write queries. Familiarity with other structured data sources such as Dataverse or Sharepoint lists is also valued. Version Control: Basic proficiency with Git (e.g., GitHub/GitLab) for managing code and solution versions.
- Cloud & DevOps Awareness: Exposure to cloud environments (AWS or Azure) and an interest in learning CI/CD pipelines and automated deployment practices.

Experience

- Process Mapping: Experience in identifying manual tasks and translating them into logical, automated workflow diagrams.
- Solution Delivery: Demonstrated experience building and deploying at least one functional automation or software project (this can include university projects, internships, or personal portfolios).
- Problem Solving: A proven track record of troubleshooting technical issues and a proactive approach to learning new technologies.

- Collaboration: Experience working in a team environment, with the ability to communicate technical concepts to non-technical stakeholders (such as clinical staff).
- Healthcare Interest (Highly Regarded): Prior exposure to or a strong interest in healthcare technology standards such as HL7 or FHIR.

SELECTION CRITERIA

Qualifications, Registrations and Qualities

- Tertiary qualification in information technology, Computer Science, Software Engineering or related discipline, or a related discipline.
- Relevant experience in building automation workflows, demonstrated hands-on experience with Power Automate is highly regarded.

Experience

- Exposure to or 1+ years of experience with automation tools, ideally within the Microsoft Power Platform (Power Automate).
- Experience contributing to the development and deployment of digital solutions or automated workflows (this may include internships, university projects, or junior-level professional roles).
- Proven experience in identifying, diagnosing, and resolving technical issues within a software or automation context.
- A demonstrated interest in healthcare IT or a willingness to learn the complexities of clinical systems and workflows.
- Experience working within a team environment, preferably using collaborative tools like Git or shared development environments.

Knowledge

- Strong logical thinking skills with the ability to break down manual processes into step-by-step automated workflows.
- Ability to clearly explain technical progress and challenges to both technical peers and non-technical stakeholders.
- A proactive approach to learning new technologies, including a commitment to staying updated on Power Platform and modern DevOps trends.
- A strong focus on quality and accuracy, ensuring that automated solutions are reliable and handle data securely
- Ability to work collaboratively under the guidance of senior developers while maintaining the initiative to manage individual tasks.
- A commitment to Northern Health's mission, understanding that digital efficiency directly supports better patient outcomes.
- A basic understanding of how different software systems "talk" to each other (e.g., APIs, connectors, or data tables).

Skills

- Ability to listen to and work effectively with colleagues and non-technical consumers to translate business requirements into software solutions
- Excellent written and verbal communication skills
- Ability to balance fast delivery with long-term sustainability.
- Strong planning and prioritisation skills.
- High-level problem-solving skills

Behaviours

- Adaptable, resilient, and able to work in complex and changing environments.
- Commitment to innovation, continuous improvement, and patient-centred outcomes
- Calm and effective in complex, changing environments.
- Values teamwork and develops others.
- Strong sense of ownership and accountability.
- Committed to innovation, service improvement and public value.

Employee Declaration

I have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: