

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:	Development Lead
Business Unit/Division:	Digital Health
Award Agreement:	Health & Allied Health Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025 - 2027
Classification:	HS7
Employment Type:	Full Time, Ongoing
Reports to:	Associate Director, Automation & Development
Date Prepared/Updated:	May 2026

ROLE STATEMENT

General Role Statement:

The Development Lead is responsible for designing, developing, and overseeing the implementation of innovative solutions using Robotic Process Automation (RPA), Microsoft Power Platform, and web technologies. This role requires a strategic thinker who can bridge business needs with technical capabilities, empowering the team to deliver high-quality, scalable applications that drive efficiency and digital transformation.

Reporting to the Associate Director, Innovation & Development, the Development Lead contributes both technically and strategically to support unit and divisional objectives. Demonstrating strong problem-solving skills, the Development Lead will excel in a collaborative environment, supporting cross-functional initiatives across a number of technologies. The position involves being part of a regular on-call roster to provide support to the Northern Health team, fostering collaboration with the ICT team, and ensuring seamless integration within the organization's broader framework.

Key Responsibilities:

- Lead the development of RPA solutions to automate business processes
- Architect and develop low-code applications using Microsoft Power Platform
- Design and oversee the creation of web applications
- Collaborate with stakeholders to understand requirements and translate them into technical solutions
- Ensure best practices in software development, including code quality, testing, and documentation
- Stay current with emerging technologies and industry trends

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

Leadership

- Serve as technical expert and go-to resource for RPA, Power Platform, and web application development
- Champion best practices in software development, including code quality, testing, and documentation
- Lead by example in adhering to coding standards and promoting a culture of continuous improvement
- Facilitate cross-departmental technical discussions and decision-making processes
- Act as a bridge between technical and non-technical stakeholders, translating business needs into technical solutions

Strategic and Project Management Leadership

- Oversee multiple projects simultaneously, ensuring timely delivery and high-quality outcomes
- Contribute to development of strategic plans for RPA, Power Platform, and web application initiatives
- Conduct risk assessments and develop mitigation strategies for complex projects
- Align development efforts with organisational goals and business objectives
- Establish and maintain development standards, best practices, and methodologies

Organisation-Wide Contribution

- Collaborate with business units to identify opportunities for process automation and digital transformation
- Provide expert advice on technology solutions to senior management and stakeholders
- Participate in cross-functional initiatives to improve digital fundamentals across the organisation
- Represent the Development unit in organisation-wide meetings and decision-making processes

Diversity and Inclusion

- Promote a diverse and inclusive environment within the Development unit
- Encourage diverse perspectives in solution design and problem solving
- Support initiatives that foster an inclusive culture across the organisation
- Ensure accessibility standards are met across application development portfolio

Innovation and Culture Change

- Drive a culture of innovation, encouraging creative problem-solving and experimentation
- Implement agile methodologies and DevOps practices to improve development practices
- Introduce and champion new technologies and tools that enhance productivity and quality
- Contribute to change management initiatives related to the adoption of new technology

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Proven track record of designing and implementing complex, scalable solutions across multiple technology stacks
- Strong interpersonal skills with the ability to work effectively across different teams and departments
- Experience in gathering and translating business requirements into technical specifications
- Track record of driving adoption of new technologies and development methodologies
- Extensive experience in leading technical aspects of large-scale development projects from concept to delivery
- Demonstrated ability to architect solutions integrating RPA, low-code platforms, and web technologies
- Demonstrated proficiency in RPA development using Microsoft Power Automate Desktop
- Advanced knowledge of Microsoft Power Platform, including Power Apps and Power Automate
- Strong web development skills, including proficiency in HTML, CSS, JavaScript, and modern web frameworks
- Strong understanding of healthcare applications and data technologies, including SQL
- Enthusiastic attitude to working on hard business problems where requirements may be undefined
- Familiarity with modern AI/ML technologies
- Current National Police and Working with Children History Check.

Experience

- Minimum 5 years of hands-on experience developing and implementing RPA solutions using platforms such as Power Automate, UiPath, or BluePrism, with demonstrated success in automating complex business processes
- Minimum 7 years of professional experience in software development, with a strong focus on RPA, low-code platforms, and web applications
- Minimum 3 years developing solutions using Power Platform
- Minimum 5 years of experience in full-stack web development, including proficiency in HTML, CSS, Javascript, and modern frameworks.
- Experience with backend technologies and RESTful API design
- Practical experience working in Agile environments
- Experience working in a Victorian public health service highly valued

Knowledge, Skills and Behaviours

- Possesses comprehensive knowledge of RPA, Microsoft Power Platform, and web development technologies, with the ability to architect complex, integrated solutions
- Demonstrates exceptional analytical skills and the ability to translate business challenges into innovative technical solutions, considering long-term impacts and scalability
- Exhibits strong verbal and written communication skills, adept at explaining complex technical concepts to both technical and non-technical stakeholders
- Commitment to staying current with emerging technologies and industry trends, actively seeking opportunities for professional development and knowledge sharing
- Demonstrates flexibility in approach, thriving in a fast-paced environment and maintaining composure when dealing with competing and changing priorities

Employee Declaration

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

(Please print name)

Signature:

Date: