

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:	ENT Consultant
Business Unit/Division:	Division of Surgery
Award Agreement:	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (single interest employers) 2022–2026
Classification:	HN16 – HN59
Employment Type:	Part Time
Reports to:	Head of Unit, ENT / Divisional Director, Surgery
Date Prepared/Updated:	August 2026

ROLE STATEMENT

General Role Statement:

Northern Health's ENT service is growing, with genuine scope for the successful candidate to develop and lead a subspecialty interest – such as Head and Neck Surgery, Rhinology or Paediatric ENT – alongside a broad general ENT caseload spanning ward service, theatre and outpatient clinics.

This position is responsible for:

- Providing ENT services, including elective surgery, outpatient clinics and ward service, across Northern Health campuses
- Developing and leading a subspecialty interest – such as Head & Neck Surgery, Rhinology or Paediatric ENT – as the service continues to grow
- Working collaboratively within a multidisciplinary team of nursing, allied health and medical colleagues
- Supervising and mentoring junior medical staff and registrars
- Contributing to teaching, quality improvement and research activity as the unit expands

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:

- Provide clinical and professional leadership in the discipline of ENT, contributing specialist expertise to the unit and the Division of Surgery
- Work collaboratively with the Head of Unit and Divisional team to lead, mentor and develop team members within the unit
- Champion the growth of the ENT service, including the development of subspecialty streams such as Head & Neck, Rhinology or Paediatric ENT
- Demonstrate, by example, adherence to and role modelling of Northern Health Values and Staff Code of Conduct

Strategic and Project Management Leadership:

- Apply effective leadership and sound clinical judgement across ward, theatre and outpatient settings
- Well-developed written and oral communication skills, particularly in relation to influencing, consultation and negotiation
- Work collaboratively with interdisciplinary teams and committees to support the unit's growth and service development
- Contribute to service planning as referral volumes and case complexity continue to rise

Organisation-Wide Contribution:

- Advocate for improvements in ENT care through involvement in relevant professional bodies and forums
- Promote a safe, collegiate and culturally diverse working environment
- Support the maintenance of good health and wellbeing among colleagues and junior medical staff
- Contribute to building strategic alliances and partnerships that support the unit's ongoing growth

Diversity and Inclusion:

- Advocate for an inclusive, culturally safe work environment that celebrates the diversity of the Northern community
- Advocate for patient rights and support patient participation in their care
- Create an environment conducive to the growth, development and learning of medical students, trainees and all staff

Innovation and Culture Change:

- Contribute to the development, dissemination and translation of new ENT knowledge and practice, including in emerging subspecialty areas
- Facilitate the medical education of patients, families, trainees and other health professionals
- Undertake training, supervision, mentoring and assessment of medical trainees and students
- Support and help grow research and quality improvement activity within the unit as it expands

SELECTION CRITERIA

Qualifications, Registrations and Qualities:

- Medical registration with the Medical Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA)
- Undergraduate medical qualification as a first degree – MBBS, MD, PhD or equivalent
- Fellowship of the Royal Australasian College of Surgeons (FRACS) in Otolaryngology – Head & Neck Surgery, or an equivalent specialist qualification
- Evidence of appropriate private medical indemnity insurance
- Current, or ability to obtain, a National Police Check and Working with Children Check

Experience:

- Demonstrated commitment to high-quality, patient-centred clinical care
- Demonstrated clinical and leadership skills within your area of expertise
- Experience developing or leading a subspecialty area of ENT practice highly regarded (e.g. Head & Neck, Rhinology or Paediatric ENT)

Knowledge, Skills and Behaviours:

- Well-developed communication skills and a collaborative approach to working within a multidisciplinary team
- A genuine interest in teaching, supervision and the development of junior colleagues
- Behaviours reflective of the principles articulated by the Royal Australasian College of Surgeons

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: