

## POSITION DESCRIPTION

# Assistant Chief Radiographer Wollongong/Bulli - (Level 5/Grade 3)



Health  
Illawarra Shoalhaven  
Local Health District

### Our CORE Values

Collaboration  
Openness  
Respect  
Empowerment



Organisation	NSW Health
Local Health District /Agency	Illawarra Shoalhaven Local Health District
Position Number	TBC
Cost Centre	188660
Position Classification	Radiographer Level 5 Grade 3
State Award	Health Employees Medical Radiation Scientists (State) Award
Does this role manage or supervise others?	Yes
Vaccination Category	Cat A
Website	<a href="http://www.islhd.health.nsw.gov.au/">http://www.islhd.health.nsw.gov.au/</a>

## PRIMARY PURPOSE (max 3,800 characters with spaces)

The Assistant Chief Radiographer – Wollongong & Bulli Hospital is responsible for supporting the Wollongong and Bulli Chief Radiographer in operational, clinical and professional leadership of Medical Imaging Services.

The role supports the delivery of safe, high-quality, patient-focused and efficient diagnostic and interventional imaging services, aligned with the ISLHD district-wide governance model for Medical Imaging.

The position operates within the Wollongong and Bulli Medical Imaging leadership structure and contributes through effective workforce leadership, service planning, quality and safety governance under the direction of the Chief Radiographer.

## KEY ACCOUNTABILITIES (max 3,800 characters with spaces)

To support the Wollongong and Bulli Chief Radiographer to achieve:

- Operational leadership of Medical Imaging Services at Wollongong and Bulli Hospitals in line with district governance arrangements.
- Ensure high-quality, patient-centered imaging services across all modalities provided at site.
- Provide daily service delivery, workflow optimisation, patient flow and allocation of resources.
- Ensure compliance with ISLHD, NSW Health, legislative and accreditation requirements.
- Lead, supervise and manage Medical Imaging staff, Senior Radiographers and multidisciplinary teams.
- Oversee recruitment, rostering, leave management, performance development and performance management processes.
- Ensure appropriate staffing levels, skill mix and professional development opportunities.
- Support education, training and continuing professional development for staff.



- Lead and support accreditation, quality improvement and audit activities including NATA, Medicare and relevant regulatory requirements.
- Promote a strong patient safety culture and participate in incident review and RCA processes.
- Ensure radiation safety compliance, monitoring and reporting in accordance with EPA and NSW Health requirements.
- Contribute to the development and implementation of operational, strategic and business plans for Medical Imaging Services.
- Support service development, redesign initiatives and change management programs consistent with the district restructure.
- Contribute to infrastructure planning, equipment procurement and commissioning activities.
- Contribute to budget management including monitoring staffing expenditure, overtime and resource utilisation.
- Ensure efficient and cost-effective use of equipment, consumables and service contracts.
- Utilise RIS/PACS and other performance data to inform service delivery and planning.
- Build and maintain effective relationships with clinical teams, hospital management and district stakeholders.
- Represent Medical Imaging Services at meetings as required.
- Provide timely and accurate operational advice to the Director of Operations - Medical Imaging.

## SELECTION CRITERIA (max 8 selection criteria)

1. Appropriate Bachelor Degree accredited by the Australian Institute of Radiography and registered with the Medical Radiation Practice Board of Australia.
2. Management qualifications and/or equivalent work experience with current high-level practical experience and knowledge in all aspects of a Medical Imaging Department.
3. Current AHPRA registration, Radiation Licence (IA14/G1 or equivalent) and current unrestricted Driver Licence.
4. Demonstrated experience and ability to supervise and lead multidisciplinary teams, fostering continuing professional development and ensuring staff mandatory compliance.
5. Demonstrated skills and experience in CT, theatre, fluoroscopy, dental, mobiles, trauma and/or general radiography.
6. Demonstrated experience using IMS, HealthRoster, iProcurement, StaffLink and other relevant clinical systems.
7. Competence in financial management to ensure service provision is delivered in an effective and efficient manner, including use PACS/RIS to inform decisions.
8. Demonstrated ability to deliver effective and efficient patient care through appropriate rostering methods and staffing arrangements aligned with quality human resource management practices and budget allocation.

## KEY CHALLENGES (max 3 key challenges – 1,000-character limit **with spaces** in each field)

1. Managing complex, multi-site Medical Imaging services while maintaining high standards of patient care and staff engagement.
2. Balancing service demand, workforce capability and financial constraints.
3. Leading change, service redesign and continuous improvement in a dynamic healthcare environment.

## KEY RELATIONSHIPS (max 3 internal and 2 external key relationships – 200-character limit **with spaces** in each field)

WHO	WHY
Wollongong and Bulli Chief Radiographer	Direct reporting line manager.

# JOB DEMANDS CHECKLIST

## Definitions

\* Denotes a critical requirement of the job

## Frequency

<b>I</b>	Infrequent – intermittent activity exists for a brief time on a very infrequent basis	<b>C</b>	Constant – activity exists for more than two-thirds of the time when performing the job
<b>O</b>	Occasional - activity exists up to one-third of the time when performing the job	<b>R</b>	Repetitive – activity involves repetitive movements.
<b>F</b>	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	<b>N/A</b>	Not applicable – activity is not required to perform the job.

CRITICAL *	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	<b>Sitting</b> Remaining in a seated position to perform tasks			X			
	<b>Standing</b> Remaining standing without moving about to perform tasks			X			
	<b>Walking</b> Floor type: even/uneven/slippy, indoors/outdoors, slopes						
	<b>Running</b> Floor type: even/uneven/slippy, indoors/outdoors, slopes				X		
	<b>Bend/ Lean Forward from Waist</b> Forward bending from the waist to perform tasks				X		
	<b>Trunk Twisting</b> Turning from the waist while sitting or standing to perform tasks				X		
	<b>Kneeling</b> Remaining in a kneeling posture to perform tasks				X		
	<b>Squatting/ Crouching</b> Adopting a squatting or crouching posture to perform tasks				X		
	<b>Leg/ Foot Movement</b> Use of leg and or foot to operate machinery						X
	<b>Climbing (stairs/ladders) Ascend/</b> descend stairs, ladders, steps, scaffolding						X
	<b>Lifting/ Carrying</b>						
		Light lifting & carrying – 0 – 9kg					
		Moderate lifting & carrying – 10 – 15kg				X	
	Heavy lifting & carrying – 16kg and above						
	<b>Reaching</b> Arms fully extended forward or raised above shoulder				X		
	<b>Pushing/ Pulling/ Restraining</b> Using force to hold/restrain or move objects toward or away from body			X			
	<b>Head/ Neck Postures</b> Holding head in a position other than neutral (facing forward)				X		
	<b>Hand &amp; Arm Movements</b> Repetitive movements of hands & arms				X		
	<b>Grasping/ Fine Manipulation</b> Gripping, holding, clasping with fingers or hands				X		
	<b>Work at Heights</b> Using ladders, footstools, scaffolding, or other objects to perform work						X
	<b>Driving</b> Operating any motor-powered vehicle						X

CRITICAL *	SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	<b>Sight</b> Use of sight is an integral part of work performance eg viewing of X-rays, computer screen						X
	<b>Hearing</b> Use of hearing is an integral part of work performance eg telephone enquiries						X
	<b>Smell</b> Use of smell is an integral part of work performance eg working with chemicals						X
	<b>Taste</b> Use of taste is an integral part of work performance eg food preparation						X
	<b>Touch</b> Use of touch is an integral part of work performance						X

CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment) Assisting ↓	FREQUENCY					
		I	O	F	C	R	N/A
	<b>Distressed people</b> eg. emergency or grief situations						X
	<b>Aggressive &amp; uncooperative people</b> eg. drug/alcohol, dementia, mental illness						X
	<b>Unpredictable people</b> eg. dementia, mental illness, head injuries						X
	<b>Restraining</b> Involvement in physical containment of patients/clients						X
	<b>Exposure to distressing situations</b> eg child abuse, viewing dead/mutilated bodies						X

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	<b>Dust</b> Exposure to atmospheric dust						X
	<b>Gases</b> Working with explosive or flammable gases requiring precautionary measures						X
	<b>Fumes</b> Exposure to noxious or toxic fumes						X
	<b>Liquids</b> Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						X
	<b>Hazardous substances</b> eg. dry chemicals, glues						X
	<b>Noise</b> Environmental/background noise necessitates people to raise their voice to be heard						X
	<b>Inadequate lighting</b> Risk of trips, falls or eyestrain						X
	<b>Sunlight</b> Risk of sunburn exists from spending more than 10 minutes per workday in sunlight						X
	<b>Extreme temperatures</b> Environmental temperatures are < 15°C or > 35°C						X
	<b>Confined spaces</b> Areas where only one egress (escape route) exists						X
	<b>Slippery or uneven surfaces</b> Greasy or wet floor surfaces, ramps, uneven ground						X
	<b>Inadequate housekeeping</b> Obstructions to walkways and work areas cause trips & falls						X
	<b>Working at heights</b> Ladders/stepladders/ scaffolding are required to perform tasks						X
	<b>Biological hazards</b> eg. exposure to body fluids, bacteria, infectious diseases						X