

Position Description

Title	<i>Audiologist – Grade 2</i>	Position Reports to	Manager Diagnostic Audiology and Balance Services
Classification	<i>CR7 – CS1</i>	Employment Status	Part-time Fixed Term
Enterprise Agreement	<i>Medical Scientist, Psychologists and Pharmacists Enterprise Agreement 2017-2021 and any relevant successor Agreements.</i>		

As Australia’s only specialist eye, ear, nose and throat hospital, The Royal Victorian Eye and Ear Hospital’s (the Eye and Ear) has been providing care for the senses for over 160 years. The Eye and Ear has over 90 different outpatient clinics for the diagnosis, monitoring and treatment of vision and hearing loss and provides a 24-hour emergency eye and ear, nose, and throat service. The Eye and Ear provides care annually for 160,000 outpatients, 45,000 emergency patients and over 16,000 inpatients.

Vision Mission And Values

The Eye and Ear is a world leader providing exceptional care. We aspire to be the world’s leading eye and ear health service through; outstanding patient experience; exemplary leadership; inspiring our people and building a platform for the future. Our values of **Integrity, Care, Excellence** and **Innovation** are at the core of everything we do.

- **INTEGRITY** We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect
- **CARE** We treat patients with respect, are compassionate, thoughtful and responsive to their needs and sensitive to diversity
- **TEAMWORK** We communicate openly, respect diversity of views and skills and work effectively with partners and in multi-disciplinary teams to deliver the best outcomes for patients
- **EXCELLENCE** We give our personal best at all times, deliver exemplary customer service, monitor performance and seek leading edge ways to improve it

Please read our full Strategic Plan here:

https://www.eyear.org.au/page/About_Us/Our_Publications_and_DVDs/

The Eye and Ear is an equal opportunity employer and is committed to providing a work environment that is free from harassment or discrimination and promotes inclusion, equity, diversity and cultural awareness in the workplace. The Eye and Ear is a smoke free environment.

Position Summary:

The Audiology, Speech and Balance Service is a multi-disciplinary service for patients requiring assessment and management for hearing and balance disorders. The Grade 2 audiologist works as a part of the service’s multi-disciplinary team of neurologists, audiologists, speech pathologist and physiotherapist and administration staff. The Grade 2 audiologist is responsible for:

- Providing accurate and professional audiological services and management, for adults and children who are referred to the service
- Lead quality improvement, teaching and research activities as directed by the clinic co-ordinator and manager

Key Responsibilities / Performance Outcomes:

1. Provide high quality standards of patient care. This includes independently assessing, planning, implementing and evaluating care in collaboration with patients, carers and a multidisciplinary team in complex clinical cases.
2. Work within an ethically and legally sound framework. Ensure that the delivery of clinical services within the Department is in line with best evidence based practice and the National Safety and Quality Health Service Standards (NSQHSS).
3. Information Technology (IT) skills that are commensurate with the requirements of the role.
4. Provide clinical supervision and support to grade 1 Audiology staff as required
5. Assist with the ongoing teaching programmes for allied health staff, other healthcare professionals, the community, as well as, allied health and medical students. To optimise the practical experience of Audiology students through the efficient utilisation of General Audiology and Neuro-otology clinics. To ensure the maintenance of clinical standards during clinical supervision and education.
6. To effectively contribute to the conduct of research and/or publications arising from scholarship and research.

Quality, Patient Safety And Risk Management

Ensure utilisation of systems designed to support quality, safety & risk management. This involves:

- Providing care that is patient and family-centred and delivered in partnership with the patient and their carer.
- Developing and maintaining your skills and competencies relevant to your clinical scope of practice.
- Having an understanding of working within your role and responsibilities outlined in the Eye and Ear Quality Clinical Governance Framework ([link](#)) to deliver safe high quality and person-centred experience and care.
- Participating in reporting and analysis of safety and quality data including risks or hazards.
- Participating in improvement activities.
- Participating in the reporting and analysis of quality initiatives, adverse events and risk identification.
- Participating in appropriate professional development activities and other quality and safety training.
- Participating in health service activities required for accreditation.
- Ensuring appropriate use of hospital resources.
- Demonstrate awareness of the financial requirements of the department and demonstrate an awareness of cost effective practice.
- Actively participate in the annual performance development cycle.
- Is compliant with the Eye and Ear Data Accountability Framework ([link](#)).

Occupational Health And Safety

The Eye and Ear endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions.

- Actively promote and demonstrate the organisational values of integrity, care, excellence and teamwork.
- Participate in wellness@work initiatives.
- Report any hazards, near miss and incidents (regardless of whether an injury occurred or not) via the Victorian Health Incident Management System (VHIMS) Riskman.
- Understand and adhere to emergency procedures.
- Actively discourage and where possible call out inappropriate behaviour that may pose a safety risk to others.
- Participate actively in return to work programs if injured, and supporting injured colleagues in their return to work.

Selection Criteria: Qualifications, Experience And Competencies

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Masters Degree in Clinical Audiology or equivalent • Membership of the Audiological Society of Australia (ASA) with certificate of clinical practice 	
Experience	<ul style="list-style-type: none"> • Clinical experience in diagnostic audiology, and experience working with hearing impaired adults and children. • Use an evidence-based approach to clinical practice. • Management of a clinical caseload. 	<ul style="list-style-type: none"> • Previous experience working in a similar role or healthcare setting. • Management of a Neuro-Otological caseload. • Previous experience working in paediatric audiology
Competencies	<ul style="list-style-type: none"> • Demonstrated commitment to patient outcomes. • Highly developed planning, organisational and problem solving skills. • Highly developed interpersonal skills; ability to communicate effectively (written and oral) with clients/patients, their families, staff and other professionals, on service delivery and client based issues. • Ability to analyse, interpret and report on information, and provide recommendations. • Flexibility; proven ability to work effectively within a variety of situations, with different individuals and groups. • Relationship building; proven ability to develop, build and maintain relationships with all stakeholders. • Decision making; proven capacity to make decisions within appropriate timeframes by objectively considering all of 	<ul style="list-style-type: none"> • Education; involvement in ongoing education of allied health staff, other healthcare professionals, and Audiology students. • Research; involvement in research in Audiology or other field.

	<p>the facts.</p> <ul style="list-style-type: none"> • Demonstrated administrative skills including familiarity with Microsoft Windows applications. • Ability to work with minimum supervision. • 	
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Reporting Lines

Position Reports to –

Grade 3 Audiologist, Manager Diagnostic Audiology and Balance Services

Number of Direct reports - 0

Key Working Relationships

Internal

- *Audiologists and other Allied Health Staff*
- *Administration staff*
- *ENT Specialists & Neurologists*
- *Nursing staff*
- *Cochlear Implant Clinic staff.*

External

- *Community service providers & referrers*
- *University of Melbourne and Latrobe University staff and students*
- *Community audiology service providers (e.g.: Hearing Australia)*
- *Support groups (e.g.: Tinnitus Association of Australia).*

All staff are required to have a satisfactory National Criminal Record Check. Direct patient care/clinical employees are required to have a valid Working With Children Check.

Author of Position Description or Manager of Position:

Name: Rodney Hollow

Date: April 2026

The Eye and Ear reserves the right to modify this position description as required. The employee will be consulted when this occurs. Statements included in this position description are intended to reflect the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Agreement

I have read, understood and agree to comply with the position description.

Name: _____

Signature: _____

Date: ____ / ____ / ____