



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Sustainability Project Manager



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

- Be a great place to work and a great place to receive care
- Grow our Home First approach
- Realise the potential of the Melbourne Biomedical Precinct
- Become a digital health service
- Strive for sustainability



KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Monitor and manage various sustainability projects budget and project maintenance activities
- Ensure allocated projects are delivered within procurement guidelines, on a budget and delivered within agreed timelines
- Liaise with both clinical and non-clinical staff to advise, coordinate and manage shutdowns during the construction phase, ensuring the hospital remains fully operational
- Participate in tender evaluation and selection of contractors and oversee all trades, coordination of works, quotes and pricing and managing all construction activities.
- Organise and chair regular site meetings and engage with various internal and external stakeholders. Attending and being involved in steering committees related to the project.
- Contribute to organisation-wide and service/division initiatives and planning activities
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Ensure compliance with technical, regulatory and governance requirements and provide high-level and comprehensive reports and briefings to senior clinical staff and hospital executives as well as the engineering and building services teams
- Monitor project process throughout the project lifecycle and measure project performance.
- Create and maintain comprehensive project documentation and reports as per the requirements of the Royal Melbourne Hospital and regulatory bodies.



KEY RELATIONSHIPS

Internal

- Director, Capital Works
- Director, Facilities Management
- Manager's, Facilities Management
- Program Director, CAFM
- Engineering Maintenance Manager
- Sustainability Manager • Procurement Department
- Other Finance & Logistics staff
- Asset and Project Managers

External

- Victorian Health and Human Service Building Authority
 - External Contractors
 - Internal and external auditors
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KEY SELECTION CRITERIA

Formal Qualifications:

- An appropriate tertiary qualification in building, project management, engineering or 10 years of equivalent experience

Essential:

- Commitment to living the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
 - Mandatory Working with Children's Check and Police Check and Immunisation Assessment
 - The ability to initiate and execute continuous improvement initiatives by identifying opportunities where processes and procedures can be enhanced
 - Excellent stakeholder management skills, including demonstrated ability to negotiate and influence decisions at the senior management level
 - Strong results orientation with a determination to stay the course, achieving organisational, team or individual goals
 - Collaborative with the ability to develop, maintain and strengthen partnerships with others inside or outside the organisation who can provide information, assistance and support
 - Proactive self-starter
 - Minimum of five years of demonstrated experience in:
 - Procurement and project management of engineering-related sustainability projects
 - Management of multidisciplinary engineering/infrastructure projects
 - Project administration including setting up projects, document management, project financial management.
 - Sound working knowledge of project controls methods and techniques
 - Ability to articulate and document project concepts, including technical specifications to support procurement activities
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KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
 - Achievement of portfolio specific KPI targets
 - Participation in and satisfactory feedback through the annual performance review process
 - Ability to maintain a safe working environments and ensure compliance with legislative requirements
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AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date
