



**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, everyday.

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Sustainability 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



# Position Description

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<b>Position Title:</b>	Sustainability Manager
<b>Service:</b>	Facilities Management - Asset Services Group
<b>Location:</b>	The RMH Parkville
<b>Reports To:</b>	Facilities Infrastructure Manager
<b>Enterprise Agreement:</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021–2026
<b>Classification:</b>	ADMIN OFFICER Grade 3 Level 5 (HS25)
<b>Employment Status:</b>	Full Time Permanent
<b>Immunisation Risk Category:</b>	Category C
<b>Date of Review:</b>	April 2026

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## POSITION SUMMARY

The Sustainability Manager provides specialist technical leadership and advice on environmental sustainability and climate performance across The Royal Melbourne Hospital.

The role is responsible for developing sustainability strategies, monitoring environmental performance, and ensuring compliance with regulatory and reporting obligations. The Sustainability Manager supports operational, clinical and infrastructure teams through expert input, analysis and guidance to inform decision-making and continuous improvement, without holding direct delivery, approval or budgetary authority.

Although working closely with Facilities Management portfolio of services and reporting into this structure, the position collaborates with a number of wider organisational stakeholders such as the Redevelopment Team, Procurement, Clinical Divisions and other corporate areas to support evidence-based sustainability initiatives and outcomes aligned with the RMH strategic priorities and government policy.

The Sustainability Manager contributes specialist advice, analysis and recommendations to governance and project forums as requested and supports leaders to understand sustainability obligations, environmental risks and emerging opportunities

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## KEY ACCOUNTABILITIES

### All RMH staff are expected to

- Take reasonable care for their own safety and the safety of others
- Work within scope of practice and seek guidance where required
- Work collaboratively with colleagues across the organisation
- Participate in mandatory training and performance development processes
- Speak up for safety, wellbeing and organisational values
- Ensure risk management activities are completed and incidents are appropriately managed

### Sustainability Leadership and Strategy

- Develop, implement and maintain RMH's Sustainability Strategy, Climate Action Plan and related operational plans
- Provide expert advice to executive, operational and clinical stakeholders on environmental sustainability and climate risk
- Align sustainability initiatives with RMH strategic goals, government policy, and precinct-wide programs
- Lead continuous improvement in environmental performance across energy, water, waste, emissions and procurement

### Environmental Performance and Reporting

- Oversee greenhouse gas inventory development, emissions reporting and assurance processes
- Ensure compliance with all relevant environmental legislation, policy, accreditation and reporting requirements
- Prepare internal and external sustainability reports, including Board, executive and government reporting
- Manage sustainability data systems to ensure accuracy, transparency and audit readiness
- To systemize data capture across distributed sources and automate transformation into a consistent, auditable dataset for quality and transparency, RMH has recently procured ENVIZI - a digital software solution for ESG Reporting. The digital tool will enable analytics and compliance reporting to support strategic decision making and satisfy disclosure requirements. This position will be the 'Business Process Owner' and take a lead role in managing this system for the organisation

### Engagement and Capability Building

- Engage and support environmental committees and Green Champions across RMH
- Develop and deliver sustainability education, communication and engagement programs for staff
- Promote RMH sustainability achievements internally and externally in partnership with Communications teams
- Represent RMH on relevant external forums, networks and working groups

### Operations, Contracts and Projects

- Manage waste, recycling and utility contracts, including performance monitoring and KPIs
  - Oversee sustainability-related invoicing, data validation and cost management
  - Lead and project manage resource efficiency, decarbonisation and waste reduction initiatives
- Identify and deliver cost savings and quality improvements related to commercial services and sustainability outcomes



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## KEY RELATIONSHIPS

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### Internal

- Facilities Management Team
- Sustainability Unit
- Melbourne Health Executive
- Executive Director, Finance & Logistics (procurement delegations)
- Facilities Management, Business & Finance Manager
- Environmental Committees/Green Champions
- Divisional Directors and managers
- Nurse Unit Managers

### External

- DHHS, Sustainability Unit
  - EPA
  - DELWP
  - Health Servicing Victoria
  - ANMF
  - Global Green Health Round Table
  - Other Health Services
  - Melbourne Health Tenants / Precinct Partners
  - Service Providers
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## KEY SELECTION CRITERIA

### Formal Qualifications:

- Tertiary qualification or equivalent experience in environmental sustainability management or similar

### Essential:

- Demonstrated experience leading sustainability programs in a complex organisation, preferably healthcare or public sector
- Experience with greenhouse gas inventories and emissions reporting
- Experience with utility and waste data capture and reporting
- Demonstrated contract/contractor performance review capability and stakeholder management
- Proven project management capability supporting and leading improvement initiatives
- Extensive knowledge of environmental management systems, including managing resource efficiency and waste minimization across digital platform(s) including systems data capture, trend & regression analysis and governance reporting
- Strong report writing for various governing committees and external agencies, slide deck development and oral presentation skills
- Demonstrated ability to collaborate, engage & involve staff at all levels of the organisation, across a range of sustainability programs

### Desirable:

- Experience with healthcare environmental reporting requirements at State and Commonwealth level
  - Understanding of hospital operations, clinical & non-clinical environments including facilities management
  - Knowledge of quality management systems and continuous improvement frameworks
  - Experience working within large infrastructure or precinct environments
  - Experience with the ENVIZI sustainability & reporting software
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## KEY PERFORMANCE INDICATORS

The Sustainability Manager's performance will be evaluated against the following indicators.

### Regulatory and Statutory Reporting

- Timely and accurate preparation and submission of the Annual Financial Reporting Directive 24 environmental report
- Accurate and complete preparation of the National Greenhouse and Energy Reporting Scheme (NGERs) and National Pollutant Inventory (Victoria) Annual Report, meeting all legislative and regulatory requirements
- Maintenance of compliant, auditable records supporting statutory, regulatory and assurance processes

### Environmental Data Governance and System Performance

- Effective business ownership of environmental reporting software systems, including reliability, usability and reporting performance
- Accuracy, integrity, completeness and timeliness of environmental sustainability data used for internal and external reporting
- Establishment and maintenance of approved data standards, methodologies and reporting frameworks
- Successful validation and assurance of data prior to use in regulatory submissions, executive briefings, Board papers and public disclosures
- Positive audit and assurance outcomes relating to environmental data and reporting processes

### Internal Governance and Reporting

- Preparation of accurate, timely and fit-for-purpose sustainability reports and papers for the RMH Environment Committee
- Effective coordination of internal environmental governance reporting and follow-up actions
- Provision of clear sustainability performance insights to support executive oversight and decision making

### Contract and Operational Performance Monitoring

- Effective monitoring and reporting of waste contractor performance against agreed contractual requirements and key performance indicators
- Identification and escalation of material performance, compliance or risk issues through appropriate governance pathways

### Executive, Board and Annual Reporting

- Quality and timeliness of environmental sustainability reporting provided to executive and Board forums, as requested
- Contribution of accurate, approved sustainability content and performance data to the Royal Melbourne Hospital Annual Report and other external publications

### Sector Engagement and Professional Contribution

- Active and constructive participation in the National Health and Medical Research Council Sustainability Committee
- Meaningful contribution to the Melbourne Academic Centre for Health Sustainability of Health Care Research Community of Practice
- Demonstrated sharing of technical knowledge and support of sector collaboration

### Professional Conduct and Collaboration

- Demonstration of RMH values through respectful, collaborative and evidence based engagement
- Effective working relationships with Facilities Management, Redevelopment, Procurement, Clinical Divisions and corporate functions



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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.

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### 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.

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Employee Signature

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Employee Name (please print)

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Date

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