



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Rostering Systems Administrator

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.

Advancing health for everyone, every day.

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.

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

The Rostering Systems Administrator provides technical and administrative support for the organisation's rostering and payroll systems. The role is responsible for maintaining data accuracy, assisting with system configuration changes and testing, and supporting end-users. The Administrator contributes to system testing, documentation, and continuous improvement initiatives under the guidance of the Payroll Systems Manager and Senior Rostering & Payroll Systems Administrators.

Melbourne Health Financial Shared Services (MHFSS) provides a range of payroll services for The Royal Melbourne Hospital (RMH), Western Health (WH), The Royal Children's Hospital and The Royal Victorian Eye and Ear Hospital. MHFSS processes payroll for over 30,000 employees working across 26 complex Enterprise Agreements on alternating fortnightly pay cycles.

System Support & Maintenance

- ## User Support & Training

- ## Testing & Implementation

- ## Reporting & Analytics

- ## Compliance & Governance

- ## Collaboration & Continuous Improvement

- Rostering Systems Administrator |
- Finance**
- | February 2026

Internal

- ## External

Essential

- Experience working with payroll or rostering systems (e.g. SAP, RosterOn) in a support or administrative role.
- Understanding of payroll processes, awards, and enterprise agreements.
- Strong attention to detail and commitment to data accuracy.
- Good communication and customer service skills, with the ability to explain technical concepts to non-technical users.
- Ability to work collaboratively in a team environment and manage competing priorities.
- Willingness to learn and contribute to system improvement initiatives.
- Proficiency in Microsoft Excel and/or other reporting tools & data analysis tools
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment

- Relevant qualifications or training in payroll, HR systems, or IT

RMH employees are measured through successful:

- Demonstration of RMH values and behaviours, being a role model for living the values.
- Completion of mandatory training activities including training related to the National Standards.
- Participation in The RMH and Division/Service specific business planning process (if required).
- Achievement of RMH and portfolio specific KPI targets as they apply to areas of responsibility.
- Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review.
- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity.
- Ability to operate within allocated budget (if required).

- 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.

- 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.

- 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.

- 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.

- 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.

- Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

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.

Date _____