



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Payroll Training & Development
Specialist**

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:

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



Position Description

Position Title:	Payroll Training & Development Specialist
Service:	Payroll Services (RMH)
Reports To:	Head of Payroll Compliance & Process Improvement (RMH)
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2025-2027
Classification:	Grade 4 (HS4 - HS29 depending on experience)
Employment Status:	Full Time 1 FTE – Permanent
Immunisation Risk Category:	Category C
Date of Review	August 2026

POSITION PURPOSE

The Payroll Training and Development Specialist is responsible for designing, implementing, and maintaining a comprehensive training and capability development framework for the Payroll Services team. This role ensures that payroll staff are equipped with the knowledge, skills, and tools required to deliver accurate, compliant, and efficient payroll services. The role also supports continuous improvement initiatives and promotes a culture of learning and operational excellence.

DEPARTMENT DESCRIPTION

Royal Melbourne Health Financial Shared Services (RMHFSS) provides a range of payroll services for The

- Develop and execute a strategic training plan aligned with compliance, process improvement, and business needs.
- Ensure new processes are embedded in the Payroll Team.
- Design and deliver onboarding programs for new payroll staff.
- Create and maintain training materials, manuals, and e-learning content.
- Facilitate workshops, webinars, and one-on-one coaching sessions.

Capability Development

- Conduct skills gap analyses and recommend targeted development initiatives.
- Collaborate with subject matter experts to ensure training content reflects current legislation, systems, and processes.
- Support career development pathways within Payroll Services.

Compliance & Process Improvement

- Partner with the Compliance & Process Improvement team to embed regulatory changes into training programs.
- Monitor training effectiveness and compliance with internal policies and external regulations.
- Contribute to audit readiness through documentation and staff capability assurance.

Stakeholder Engagement

- Work closely with Payroll leadership, P&C, and external vendors to coordinate training efforts.
- Act as a key point of contact for training-related queries and support.
- Reporting & Evaluation.
- Maintain accurate training records and produce regular reports on training outcomes and participation.
- Evaluate training effectiveness and continuously improve delivery methods.

KEY RELATIONSHIPS

Internal

- RMH Payroll Services Team
- People & Culture Team
- Finance and IT Teams

External

- RMH Payroll Shared Service Clients
- Implementation Partners
- Technology Vendors
- Project Stakeholders (e.g. PMW, Optima)
- External Auditors



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KEY SELECTION CRITERIA

Essential:

- Demonstrated experience in payroll operations and training development.
- Strong understanding of payroll legislation, compliance requirements, and enterprise systems.
- Proven ability to design and deliver engaging training programs.
- Excellent communication, facilitation, and stakeholder management skills.
- Experience with learning management systems (LMS) and digital training tools.
- Ability to work independently and collaboratively in a fast-paced environment.
- Valid Working with Children's Check, Police Check and Immunization Assessment.

- Tertiary qualification in Human Resources, Education, Business, or related field (desirable).
- Certificate IV in Training and Assessment (highly regarded).
- Minimum 5 years' experience in payroll or related field, with at least 2 years in a training or leadership role.

Your performance will be measured through your 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).



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