



**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, everyday.

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Recruitment Onboarding and  
Compliance Officer**



## 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**






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## KEY ACCOUNTABILITIES

- Ensure appropriate governance and processes are adhered to through the recruitment and contracting processes in line with the enterprise bargaining agreements (EBA)
- Work with external compliance systems to conduct thorough pre-employment checks including; including Vevo (work rights), Fit2Work, AHPRA registration, AASW, NDIS worker screening, Working With Children's Checks, International police checks, and other pre-employment screening platforms.
- Review employment and compliance documentation for accuracy and completeness to ensure internal policies and external regulatory requirements are being adhered to.
- Provide advice and assistance to all managers and new employees during the onboarding process to ensure a smooth transition.
- Facilitate onboarding processes for all new employees.
- Monitor expiring compliance items (e.g., police checks, registrations) and work proactively to ensure continuous compliance.
- Prepare, issue and manage accurate employment contracts, offer letters and all unpaid appointments
- Oversee and manage secondment processes, ensuring compliance and contract management.
- Management of all unpaid appointments documentation, new and existing appointments.
- Management of conditional offers visa dependant for unpaid appointments
- Manage and respond to inquiries in a high-volume shared recruitment inbox promptly and efficiently in a timely manner.
- Independent ownership of portfolio management, stakeholder management as well as candidate management.
- Maintain and update employee profiles in relevant HR systems, including processing changes and reissuing contract amendments where required.
- Coordinate recruitment and onboarding large recruitment campaigns such as Graduate Nurse Programs.
- Coordinate work experience program activities and assist in the annual employee length of service awards in conjunction with the wider team.
- Conduct audits and review recruitment documentation for completeness and accuracy
- Training of incoming team members as well as managers within your portfolio.
- Maintain strict confidentiality and uphold data protection principles in all workforce-related processes.
- Establish and maintain strong working relations with the HR Advisory and Employee Services Teams.
- Build relationships with General Managers, Heads of Units and other support departments to ensure effective delivery of service.
- Take a proactive approach to continuous service improvement of processes to achieve efficiency and ensure maintenance of recruitment team manuals.

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## KEY RELATIONSHIPS

### Internal

- People, Culture & Communications Team
- RMH Hiring Managers
- Payroll and Systems Staff
- Medical workforce
- Infection Prevention and Surveillance Service Team
- All Royal Melbourne Hospital Employees

### External

- Candidates
- External Secondment Health Services
- Accreditation bodies and Colleges
- Compliance platforms – AHPRA, Fit2work, Service Victoria, NDIS Commission



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## KEY SELECTION CRITERIA

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- High attention to detail and strong organisational skills with the ability to manage competing deadlines.
- Highly organised, ability to work under pressure and adaptable to change
- Demonstrated experience working independently in a fast-paced, high-volume environment.
- Proven ability to handle confidential information with discretion and integrity.
- Familiarity with recruitment and compliance systems (e.g., Vevo, Fit2Work, AHPRA, NDIS, WWCC etc.).
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite and our HRIS SuccessFactors
- Ability to quickly adapt to new systems, processes, and policy changes.
- Excellent written and verbal communication skills, with a professional, empathetic, and service-oriented approach.

Desirable:

- Prior experience in a recruitment, HR, compliance coordination or a contracts administrative position preferably in a healthcare industry.
- Knowledge of legislative requirements surrounding employment screening and onboarding.
- Experience supporting graduate programs or projects is advantageous.

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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 environment 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, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- 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.

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## ACCEPTANCE

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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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