

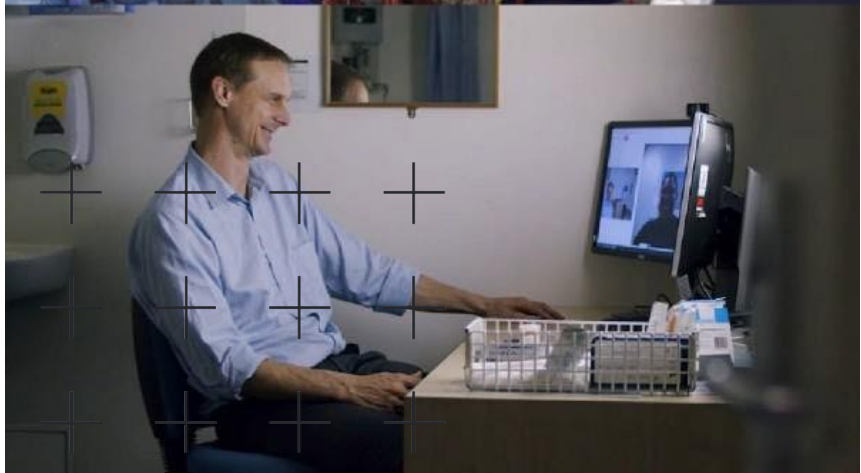


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

HR Advisor

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.

Advancing health for everyone, every day.

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

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

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.

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 Title:	HR Advisor
Service:	People, Culture & Safety
Location:	The Royal Melbourne Hospital
Reports To:	Team Leader - Recruitment Services
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021–2025
Classification:	HS3 - ADMIN OFFICER GRADE 3
Employment Status:	Full Time
Immunisation Risk Category:	Category C
Date of Review:	November 2025

The HR Advisor partners collaboratively with hiring managers across designated portfolios at The Royal Melbourne Hospital (RMH) to support recruitment and employment matters. This role provides high-quality, specialist advice to plan and execute recruitment and selection activities, recommends appropriate actions for managing and resolving employment issues, and administers employment contracts for current staff.

The HR Advisor also supports hiring managers throughout the advertising process and participates in interview panels as required, ensuring all employment practices comply with RMH policies, procedures, relevant enterprise agreements, and applicable legislation.

In addition, the HR Advisor acts as the primary point of contact for HR-related queries concerning current employees, their employment status, and contract details. They provide timely, accurate support and guidance to both managers and staff, contributing to a positive, high-performing, and legally compliant workplace culture.

This role sits within the Recruitment & Employee Services team and works closely with Recruitment Coordinators and the Employee Services Officer to deliver responsive, high-quality customer service and recruitment support.

- Manage and support dedicated hospital portfolios by providing comprehensive HR advice and expertise across both recruitment and generalist human resources matters.
- Provide accurate and timely advice to managers and employees on workforce matters across all stages of the employee lifecycle.
- Ensure accurate administration and documentation of all contract requests for both new and existing employees.
- Distribute employee contracts and support Hiring Managers in processing employee changes through the HRIS system (SuccessFactors).
- Conduct training sessions (in person & online) with managers on how to use the HRIS System as well as best recruitment practices.
- Review all recruitment requests and ensure appropriate approvals, review recruitment business cases, EFT budgets and ensure classification match EBA requirements.
- Manage the resolution of employment contract matters, including salary, classification, allowances, and fixed-term appointments.
- Guide, coach, and support the Recruitment Coordinator team on matters relating to employee classification, allowances, and employment types.
- Advise Hiring Managers on recruitment strategies, including candidate attraction, position descriptions, interview techniques, reference checks, and use of recruitment tools and resources.
- Provide advice to managers on pay classifications, entitlements, and applicable allowances.
- Oversee the ongoing maintenance and accuracy of the HR/Recruitment system (SuccessFactors).
- Maintain the integrity of the RMH organisational structure and reporting lines.
- Ensure all employment practices comply with The Royal Melbourne Hospital policies, procedures, and relevant legislation.
- Lead and manage large-scale recruitment campaigns, including the annual Graduate Nurse Programs
- Proactively drive continuous improvement initiatives to enhance recruitment processes and operational efficiency.
- Provide tailored recommendations and expert advice on the resolution of employment-related matters, in close collaboration with Workplace Relations and Operations partner teams.
- Assisting on specific portfolio projects and employee events (Length of Commitment Awards).

Internal

- People, Culture & Communication Team
- Payroll Team
- RMH Current Employees – clinical & support services
- RMH Hiring Managers, Directors & Executives
- Systems Team

- Advertising & Media agencies
- Recruitment Agencies
- Parkville Precinct Recruitment Team

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.

Essential:

- ## KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Effectively management of your own recruitment portfolios
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

- 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 _____