

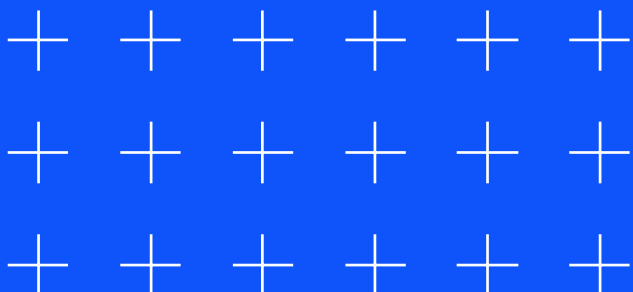


**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, everyday.

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Immigration Advisor**



## 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





## KEY ACCOUNTABILITIES

- Oversee the AHPRA Registration process for overseas medical staff, ensuring timely, accurate and complete submissions.
- Manage and coordinate end-to-end DOHA nomination applications, gathering required documentation, preparing submissions, liaising with stakeholders.
- Track progress of AHPRA and visa nominations, proactively identifying delays, resolving issues, ensuring recruits are supported with timely updates.
- Maintain accurate, organised and audit-ready records for all registration and nomination processes.
- Ensure RMH meets obligations as a DOHA-approved sponsor, maintaining records, monitoring expiry dates, ensuring sponsorship requirements are met.
- Stay up to date with relevant immigration, sponsorship and AHPRA regulatory changes, ensuring RMH remains compliant and processes updated accordingly.
- Conduct periodic audits of files, ensuring documentation integrity, compliance and readiness for internal or external review.
- Identify and escalate risks related to visa status, work rights, or registration requirements.
- Partner closely with Talent Acquisition, People Services, and People Experience to ensure a connected experience for all international recruits.
- Provide clear, compassionate and accessible guidance to prospective and current employees on visa eligibility, AHPRA requirements, timelines and expectations.
- Coordinate pre-arrival support and settlement information in collaboration with People Experience.
- Ensure recruits feel supported upon arrival and throughout their early experience, escalating issues early and facilitating a smooth transition into RMH.
- Provide timely, accurate and practical advice to hiring managers, candidates, and internal teams on immigration and AHPRA processes.
- Work collaboratively with People Services team to ensure visa details, conditions and work rights are accurately reflected in contracts and onboarding workflows.
- Partner with People Information to ensure visa-related data is captured accurately, maintained, monitored and reported.
- Educate internal stakeholders on immigration requirements, obligations and timelines, ensuring clear expectations and consistent understanding.
- Provide regular status reports, dashboards or summaries on visa pipelines, AHPRA registrations, key risks, and caseload trends.
- Analyse trends, delays or barriers and recommend solutions to improve processes and reduce bottlenecks.
- Contribute to updating SOPs, workflows and checklists to ensure consistent best practice.
- Participate in process improvement to streamline immigration workflows over time.
- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- **Evolving Role Requirement:** This role will continue to evolve as RMH's systems, processes and the Talent & People Experience functions mature.



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## KEY RELATIONSHIPS

### Internal

- People, Culture and Communications Team
- People, Culture & Communications Leaders
- Medical Workforce Unit
- RMH Employees and Managers, stakeholders and leaders

### External

- Department of Home Affairs
  - Australian Health Practitioner Regulation Agency
  - External screening and verification providers
  - Professional industry networks
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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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