

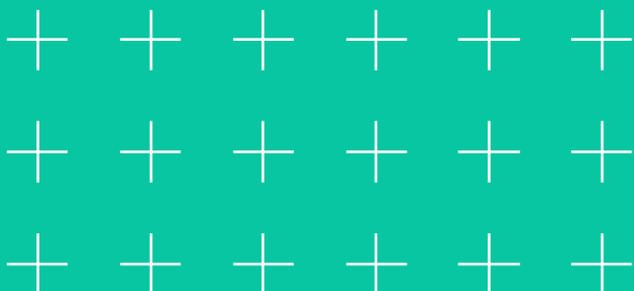
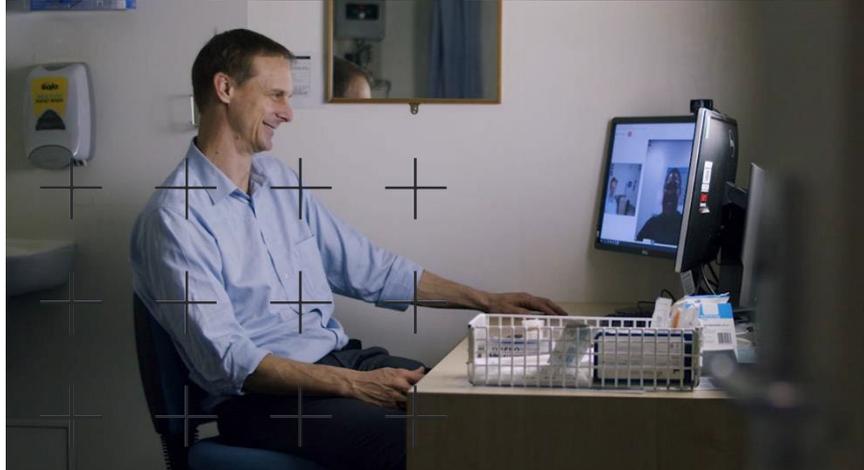


The Royal
Melbourne
Hospital

Advancing
health for
everyone,
everyday.

Could this be you?

Join The Royal
Melbourne
Hospital Team



Position Description

Leadership and Culture Consultant



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



Lead with Kindness



Excellence Together



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.

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:	Leadership and Culture Consultant
Service:	People Culture and Communications
Location:	The RMH, Elizabeth Street
Reports To:	Manager Capability and Culture
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
Classification:	HS4
Employment Status:	Full-time ongoing
Immunisation Risk Category:	Category C
Date of Review:	March 2026

POSITION SUMMARY

The Leadership and Culture Consultant will support the development, implementation and continuous improvement of strategies, programs and initiatives that build organisational capability, enhance culture and support a safe, engaged and high-performing workforce across the health service.

We are a supportive, flexible, and high performing team who are passionate about making the RMH a great place to work and to receive care. Our goal is to support RMH people to work and lead the Melbourne Way. We recognise that everyone at RMH is a leader, regardless of their title.

The role is responsible for driving organisational development and capability frameworks, leadership development, learning strategy, psychosocial capability uplift, and contemporary training design.



KEY ACCOUNTABILITIES

- Support the RMH to embed a culture of psychological safety and speaking up through coordination of training, coaching, communications and engagement.
- Design, facilitate and evaluate engaging learning programs to strengthen organisational leadership capability in line with the RMH Melbourne Way values.
- Coordinate learning programs and cultural interventions with external facilitators in consultation with relevant leaders and People and Culture Business Partners.
- Implement sustainable approaches to organisational development and employee experience, including supporting others to facilitate sessions and exploring innovative approaches such as automation.
- Consult with leaders and use contemporary assessment to understand current and emerging learning needs in the areas such as leadership, values, speaking up, change management, communication and engagement, teamwork and respectful workplace behaviour.
- Act as internal consultant to build strong working relationships across the RMH and use collaboration opportunities to ensure we align organisational capability needs with development opportunities.
- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- 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.

KEY RELATIONSHIPS

Internal

- People Culture and Communications Team
- Service area leaders
- All clinical and non-clinical staff
- Transformation and Quality
- Communications Team
- Education and Training Units

External

- Organisational Development and Leadership Consultants
- Service Providers and Coaches

KEY SELECTION CRITERIA

Formal Qualifications:

- Tertiary qualification in Organisational Development, Health Service Leadership, Human Resources and/or another relevant qualification

Essential:

- Commitment to live the Melbourne Way values



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- Experience in end-to-end consultation, design and execution of organisational development or learning programs in complex work environments
 - Strong interest and understanding of contemporary learning and organisational development practice
 - Commitment to continuous improvement, innovation, and quality service delivery
 - Highly developed skills in internal consultancy, relationship building and influence
 - Excellent facilitation, presentation and coaching skills
 - Excellent spoken and written communication skills
 - Demonstrated ability to manage relationships with key stakeholders to support program objectives
 - Demonstrated ability to successfully manage multiple projects
 - Ability to work independently and proactively
- Valid Working With Childrens Check, Police Check and Immunisation Check
- Desirable:
- Demonstrated leadership experience in a health care setting
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KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of the 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
-

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.
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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
