



**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, everyday.

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Occupational Health & Safety  
Business Partner**



## 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

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<b>Position Title:</b>	Occupational Health & Safety (OHS) Business Partner
<b>Service:</b>	People, Culture & Communications
<b>Location:</b>	635 Elizabeth St, Melbourne
<b>Reports To:</b>	OHS Manager
<b>Enterprise Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021–2025
<b>Classification:</b>	HS5
<b>Employment Status:</b>	Full time
<b>Immunisation Risk Category:</b>	Category C
<b>Date of Review:</b>	February 2026

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## POSITION SUMMARY

The OHS Business Partner supports a proactive safety culture by providing expert advice, coaching, and practical support to managers, Health and Safety Representatives (HSRs), and staff. The role leads the implementation of the hospital's OHS Management System, partnering with teams to identify and manage risks, investigate incidents, and develop effective controls. With a strong focus on collaboration and education, the OHS Business Partner empowers leaders to take ownership of safety in their areas and promotes continuous improvement in health and safety practices.

### Key responsibilities include:

- Provide practical coaching and advice to leaders and employees to promote ownership of OHS responsibilities.
  - Support and educate leaders, employees and Health and Safety Representatives to develop skills and tools for effective risk management.
  - Work collaboratively to build relationships with clinical and operational teams to build a strong, shared safety culture across the hospital.
  - Advise on hazard identification, risk assessments, and incident investigations to uncover root causes and prevent recurrence.
  - Ensure compliance with workplace health and safety legislation and internal policies, and timely escalation of significant OHS risks, non-compliance, and unresolved safety concerns to appropriate leadership or governance committees.
  - Support analysis and reports of OHS data to inform committees and continuous improvement in safety practices
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- Design and deliver practical, tailored training sessions, support and attend on-site meetings, risk assessments, and incident investigations where appropriate.
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## KEY ACCOUNTABILITIES

- 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.
  - Provide clear education to staff to build understanding of occupational health and safety legislation, regulations, and codes of practice.
  - Maintain accurate records of risk management activities and support timely reporting to relevant committees, departments, and stakeholders.
  - 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.
  - Foster a psychologically safe work environment where everyone feels safe to speak up.
  - Collaborate with staff, managers, and suppliers to identify hazards in the workplace and develop practical, effective risk controls to eliminate or reduce risks.
  - Confidently deliver training sessions and conduct ergonomic assessments where appropriate, ensuring the approach is practical, inclusive, and relevant to a healthcare setting.
  - Support the evaluation and sharing of key learnings from incident investigations to promote a culture of continuous improvement and prevent recurrence.
  - Communicate legal and organisational responsibilities relating to risk management in a way that empowers both staff and managers to play an active role in safety.
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## KEY RELATIONSHIPS

### Internal

- People, Culture & Communications Team
- Managers, Leaders, Employees, HSR's across The Royal Melbourne Hospital (all sites).
- Emergency Management team
- Facilities Management team
- Security/OVA teams
- Capital Projects

### External

- WorkSafe Victoria
  - Department of Health
  - Relevant Unions
  - OHS related interest groups
  - Our Precinct Partners
  - Contractors/Labourers
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## KEY SELECTION CRITERIA

Formal Qualifications:

- Relevant qualifications in Occupational Health and Safety (e.g., Cert IV, Diploma, or tertiary degree).
- Strong working knowledge of relevant OHS legislation.

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Demonstrated experience (minimum 3 years) in providing advice on a broad range of occupational health and safety matters within a complex and diverse work environment.
- Proven ability to influence and engage a wide range of stakeholders to drive cultural change.
- Strong analytical and reporting skills, including experience using incident and hazard management systems.
- Strong organisational and time management skills to respond to urgent safety needs.
- Effective communication skills (both written and verbal), with the ability to tailor safety messaging for varied audiences.
- Valid Working with Children's Check and Police Check

Desirable:

- Knowledge of clinical risks, patient handling systems, and manual handling best practices in a healthcare setting.
- Experience in delivering engaging and practical training across a range of occupational health and safety topics.
- Demonstrated ability to lead and support change management initiatives related to occupational health and safety.
- Mental health first aid training or awareness of psychosocial risk management.
- Experience working with unionised workforces or within a regulated enterprise agreement environment.
- ISO45001 Lead Auditor Qualifications
- ICAM Leader Investigator training

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## KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values in promoting a positive and inclusive safety culture.
- Achievement of portfolio specific KPI targets, including effective hazard identification, risk management, and incident prevention.
- Participation in and satisfactory feedback through the annual performance review process.
- Ability to maintain a safe working environment and ensure compliance with legislative requirements.
- Delivery of engaging OHS training and clear communication that builds staff capability and awareness.
- Timely and accurate reporting of OHS data and incident learnings to support continuous improvement and compliance.



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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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