

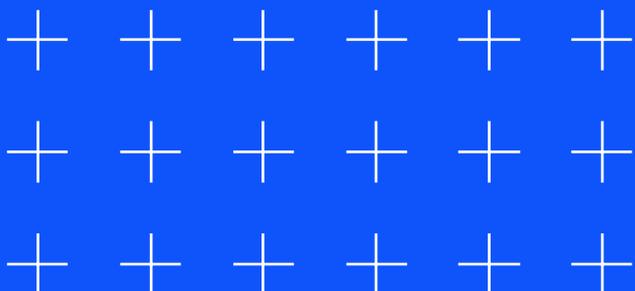
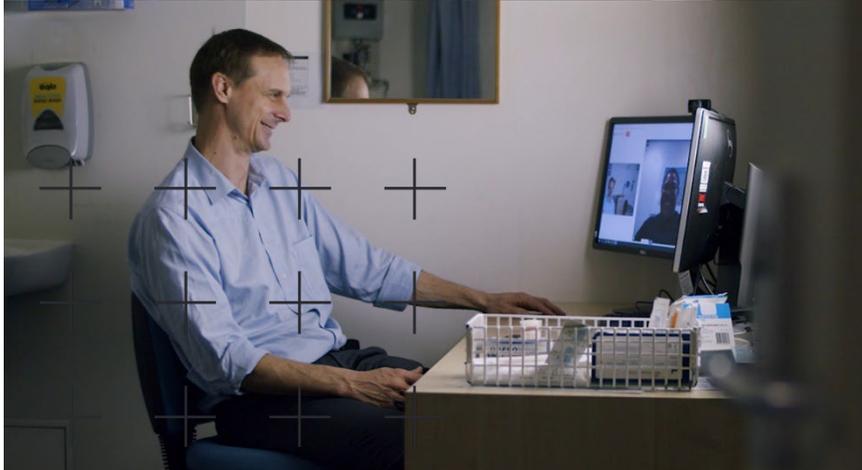


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Diversity Equity and Inclusion
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



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

- Lead the development, implementation and continuous improvement of the DEI strategy and operational plans, including the Workforce Equity Action Plan and LGTBQIA+ Action Plan.
- Provide expert strategic advice to executive leadership and senior management on embedding inclusion and equity principles across all organisational practices, policies and procedures.
- Drive the development of innovative DEI frameworks and approaches that align with best practice and legislative requirements.
- Codesign and lead organisational change initiatives that advance equity outcomes and foster inclusive workplace culture.
- Coordinate and participate in the development, review and implementation of relevant policies, procedures and frameworks ensuring alignment with legislative requirements and best practice.
- Provide expert advice regarding compliance with all relevant equity legislation and reporting obligations
- Provide leadership in the completion of the Gender Equity Audit and other assessments to identify and address systemic barriers to inclusion.
- Lead consultation processes with internal and external stakeholders and build strategic partnerships with community organisations and advocacy groups to advance DEI objectives.
- Develop comprehensive reports on DEI outcomes for executive leadership.
- Lead and support working groups, committees and project teams to deliver complex DEI initiatives and coordinate organisation-wide implementation.
- Support communication strategies and create high-quality materials for diverse audiences including executive briefings, policy documents and community reports.
- Design and deliver DEI education programs and provide expert coaching to leaders on inclusive leadership practices and organisational capability building.
- Support employees to access advocacy and support in relation to their experience of barriers to inclusion and equity and escalate concerns as appropriate.
- 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
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Lead and oversea a small team, providing guidance, performance, support and ensure training needs of direct reports are identified and undertaken.
- 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.

KEY RELATIONSHIPS



Internal

- Senior Leadership including RMH Executive
- Business Partner and Workplace Relations Team
- Recruitment Team
- Safety Culture team
- LGBTIQA+ Liaison, Disability Liaison, First Nations Health Unit
- Communications Team
- Quality and Clinical Governance Team
- Project Management Teams

External

- Parkville Local Health Service Network hospitals
- Commission for Gender Equality in the Public Sector
- Other professional networks and industry bodies

KEY SELECTION CRITERIA

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Demonstrated experience developing and implementing DEI strategies within complex organisational environments with proven ability to influence and advise senior leadership
- Advanced knowledge of diversity, equity and inclusion frameworks and comprehensive understanding of relevant legislation including the Victorian Gender Equality Equity Act
- Experience leading and coaching a small team and strong written and verbal communication skills with demonstrated ability to produce high-quality reports, briefings and policy documents for executive leadership and external stakeholders
- Strong analytical and research skills with experience in data collection, analysis and interpretation for strategic decision making and legislative reporting
- Demonstrated experience managing complex projects with multiple stakeholders and leading cross-functional teams to deliver DEI initiatives across organisational divisions
- Exceptional interpersonal and influencing skills with proven ability to build strategic partnerships and navigate complex stakeholder relationships
- Postgraduate qualification in relevant field or equivalent combination of knowledge, training and experience, with minimum 5-7 years progressive DEI experience
- Authentic personal commitment to equity, diversity, inclusion and human rights
- Valid Working With Childrens Check, Police Check & Immunisation Check.

Desirable:

- Experience working with diverse communities including Aboriginal and Torres Strait Islander peoples, LGBTIQA+ communities, and people with disability
- Experience with legislative compliance and regulatory reporting in DEI contexts, particularly in healthcare or public sector environments
- Professional membership of relevant associations and demonstrated commitment to ongoing professional development in DEI practice



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.

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