

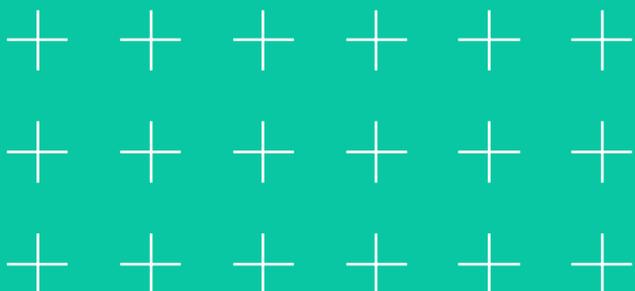
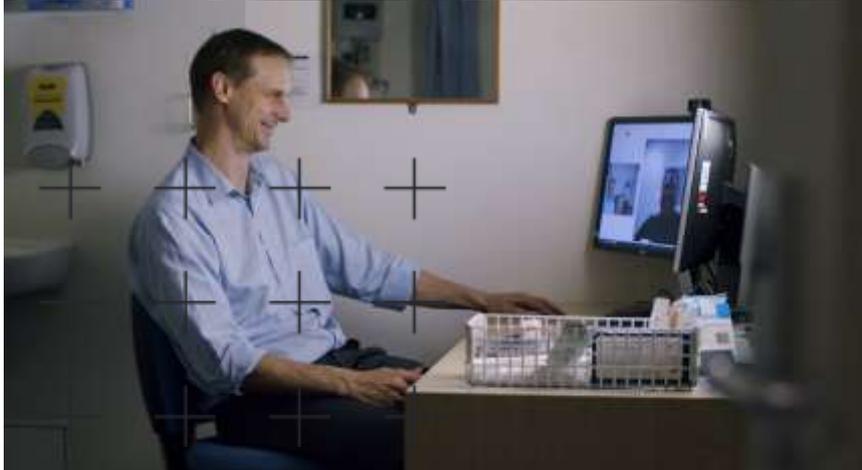
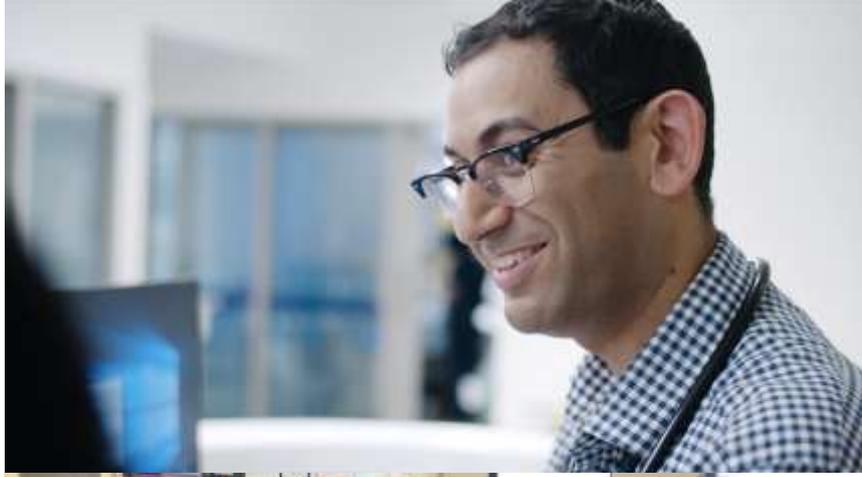


**The Royal  
Melbourne  
Hospital**

**Advancing  
health  
for everyone,  
everyday.**

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Psychological Health & Wellbeing  
Manager**



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## 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.

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## OUR VISION

# Advancing health for everyone, every day.

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## 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.

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## 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

<b>Position Title:</b>	Psychological Health & Wellbeing Manager
<b>Service:</b>	People, Culture & Communications
<b>Location:</b>	635 Elizabeth Street, Melbourne
<b>Reports to:</b>	Director Safety Culture
<b>Enterprise Agreement</b>	<p>Victorian Public Mental Health Services Enterprise Agreement</p> <p>Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement</p> <p>Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement</p> <p>Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016 - 2020</p>
<b>Classification:</b>	OT4, SW4, P4, RPN5, RN5 or equivalent
<b>Employment Status:</b>	Ongoing
<b>Immunisation Risk Category:</b>	Category A
<b>Date of Review:</b>	January 2026

## POSITION SUMMARY

The Psychological Health & Wellbeing Manager is responsible for the oversight of the organisational strategy for the identification and management of psychosocial hazards to support compliance with the Occupational Health and Safety (Psychological Health) Regulations 2025.

Leading a team of specialist clinicians, the role drives the design, implementation, and evaluation of evidence based interventions to reduce psychosocial risk, strengthen psychological safety and wellbeing, and build organisational capability.

The manager works in close partnership across the Organisation to embed psychosocial risk management into everyday work, governance, and decision making, supporting a healthy, safe, and high performing workplace.



### KEY ACCOUNTABILITIES

- Support the design and lead the implementation of the organisational strategy for psychosocial safety and lift capability across RMH to identify, manage and reduce psychosocial hazards
- Guide and influence a positive culture of psychological health and safety in the workplace
- Provide leadership and direction to the team to build, implement, and continuously improve effective processes to triage, respond and report on psychosocial hazards
- Promote understanding of the importance of wellbeing in the workplace
- Ensure that all staff have access to evidence-based support following a critical incident
- Develop and deliver wellbeing initiatives throughout RMH according to identified need, data and organisational priorities
- Partner with leaders and stakeholders to embed psychosocial risk management into everyday operations and governance forums.
- Manage the relationship with the Employee Assistance Program provider, including liaison, escalation, and reporting to inform psychosocial risk management, with appropriate confidentiality maintained.
- Provide education and training programs as required
- Provide expert operational advice to leaders and committees on psychosocial risks, trends, and control effectiveness.
- Oversee, direct and support to the specialist Consultants leading portfolios related to psychological health, safety and wellbeing.
- Lead comprehensive reporting of wellbeing indicators to guide organisational initiatives and resourcing
- Contribute to RMH orientation programs, where relevant, to support early understanding of psychological health and safety expectations
- Undertake appropriate training and skills development as required to fulfil the requirements of the role
- Work in line with all relevant legislation, internal policies and RMH governance requirements

### KEY RELATIONSHIPS

#### Internal

- People, Culture and Communications Colleagues, RMH Employees, RMH Leadership, Health & Safety Representatives

#### External

- Employee Assistance Provider, WorkSafe, Relevant Unions, Psychological Health and Wellbeing interest groups

### KEY SELECTION CRITERIA

Formal Qualification(s) & Registration (where applicable) in a relevant clinical health discipline including (but not limited to)

- Occupational Therapists:
  - Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Occupational Therapy Board of Australia.
  - An approved Degree from a recognised school of Occupational Therapy or other qualifications approved for eligibility for membership of the Australian Association of Occupational Therapy (Vic.).
- Psychologists:



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- Registration as a Psychologist under the Australian Health Practitioner Regulation National Law Act (2009) with practice endorsement as a Clinical, Forensic or Clinical Neuro Psychologist with the Psychology Board of Australia (or eligibility to enter a registrar program as a clinical, forensic or clinical neuro psychologist with the Psychology Board of Australia where relevant).
  - Registered Psychiatric Nurses and Registered Nurses:
    - Registration as a registered nurse under the Australian Health Practitioner Regulation National Law Act (2009) with the Nursing and Midwifery Board of Australia.
    - Bachelor Degree in Psychiatric/Mental Health Nursing or equivalent, or, Bachelor Degree in Nursing plus a Postgraduate qualification in Psychiatric/Mental Health Nursing.
  - Social Workers:

An approved degree in Social Work and eligibility for membership of the Australian Association of Social Workers.

### Essential:

- Demonstrated leadership experience within a large or complex healthcare setting.
- Ability to design, develop and evaluate psychological health and safety services in line with contemporary best practice
- Experience directing, supervising and supporting a team
- Excellent communication skills and capacity to engage with staff at all levels
- Advanced knowledge and experience of critical incident management, trauma informed care and Psychological First Aid
- Ability to work autonomy and manage a high level of responsibility
- High professionalism and discretion dealing with sensitive and confidential staff issues
- Demonstrated ability to work in consultative manner with all relevant parties and take responsibility for proactively leading projects and programs
- Well-developed writing skills, including timely preparation of documentation and reports
- Demonstrated ability to adapt to a changing environment
- Experience in applying evaluation procedures
- Established skills with information technology including Microsoft Office suite
- An understanding of relevant Occupational Health and Safety legislation
- Current Victorian Driver License
  - Desirable:
    - Clinical experience in mental health services or psychological services
    - Experience in developing psychological health and safety programs in large organisations
    - Ability to speak a community language
    - Further training and/or qualifications in psychological therapies or related field

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### KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values



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- 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
  - Compliance with all clinical/professional competency standards and requirements, ensuring you operate within your scope of practice and seek help when needed.
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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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