

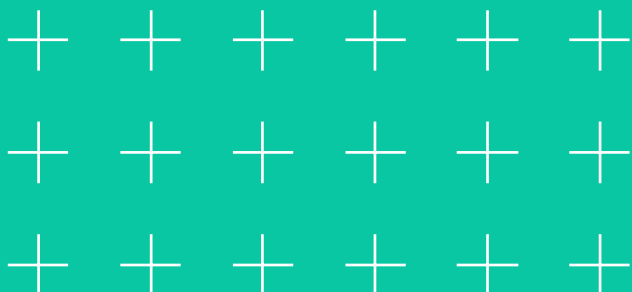


**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, every day..

**Could this be you?**

**Join the Royal Melbourne  
Hospital team**



**Position Description**

**Senior Project Officer**



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.

**Advancing health for everyone, every day.**

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.

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>	Senior Project Officer
<b>Service:</b>	RMH Mental Health Services – Carer Lived Experience
<b>Location:</b>	Parkville
<b>Reports To:</b>	Director-Carer Lived Experience
<b>Enterprise Agreement:</b>	Victorian Public Mental Health Services Enterprise Agreement 2020-2024
<b>Classification:</b>	LE4
<b>Employment Status:</b>	Part time fixed term 0.6
<b>Immunisation Risk Category:</b>	Category B
<b>Date of Review:</b>	January 2026

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## POSITION SUMMARY

Royal Melbourne Hospital Mental Health Services provides person-centred, recovery-oriented care, treatment, and support through our multi-disciplinary workforce of skilled and dynamic clinicians and Lived and Living experience (LLE) consumer and carer experts. We are dedicated to providing caring and high-quality specialist community and hospital-based mental health services for adults and older adults who are experiencing or are at risk of developing a serious mental illness. We are committed to working with consumers during their recovery by offering trauma informed holistic and evidence-based treatment, which is inclusive of family, carers, kin and supporters and provided by staff with well-developed skills. Staff employed within the service are expected to identify evidence-based practice approaches and to use these within their work.

The RMH Carer Lived Experience Senior Project Officer is a key role in the Carer Lived Experience Team and will support the Director Carer Lived Experience in implementing the new eating disorder carer lived experience project as well as future projects to be discussed. This role will collaborate with the Carer Lived Experience team members to bring new initiatives to life and will include a focus on research. Specific EFT will be allocated to projects as they are confirmed. The Senior Project officer will also have a key role in relationship development within the public mental health service system and building on existing relationships with community providers.

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## KEY ACCOUNTABILITIES

- Support projects within the Carer Lived Experience team including the Eating Disorders Carer Lived Experience Project.
- Support the implementation of research projects
- Ensure achievement of required KPIs, project evaluation, and reporting outcomes including project acquittal.
- Support relationship development with RMH and RMH MHS.
- Work closely and collaboratively with the carer lived experience team and other relevant teams such as the Quality team to bring projects to fruition
- Work in partnership with consumers, carers, family, kin and supporters.
- Work collaboratively with colleagues across the Centre and 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.

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## KEY RELATIONSHIPS

### Internal

- Director Carer Lived Experience
- Deputy Director Carer Lived Experience
- Carer lived experience team
- Eating Disorder Program Manager and team members

### External

- Victorian Area Mental Health and Wellbeing Services
- Victorian Local Mental Health and Wellbeing Services
- Community services including primary care networks.

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## KEY SELECTION CRITERIA

### Essential:

- Significant experience supporting someone living with mental illness or psychological distress; AND
  - Professional experience working and leading from this expertise. (Minimum experience three years)
  - Experience working collaboratively with lived experience, clinical and non-clinical teams to across and between organisations to drive and lead system and service change
- Clear and readily articulated understanding/experience of the carer lived experience discipline in mental health and the values, principles, frameworks, legislation, research, and best practice models of care.
- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Experience in successful completion of carer lived experience projects.
- Highly developed interpersonal and communication skills (verbal and written), and extensive experience in building relationships across a diverse range of sectors.





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- Experience in research or evaluation, preferably within a service delivery environment.
  - Demonstrated commitment to working with Consumer and Carer Lived Experience workforce, and other key stakeholders with a commitment to co-production
  - Experience in strategic thinking, project management and portfolio leadership, with demonstrated positive outcomes.
  - Well-developed analytic and writing skills and experience in preparing documents and presentations.

Desirable:

- Completion of training relevant to lived experience workforces ie. Intentional Peer Support, Single Session Family Peer Work, Cert 4 in Mental Health Peer Work etc and /or commitment to attend.
  - The RMH MHS is an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTQI+ community, and people from culturally diverse backgrounds.
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### KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of 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
  - Specific KPI's developed for the Collaborative Centre as the program develops.
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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.
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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.
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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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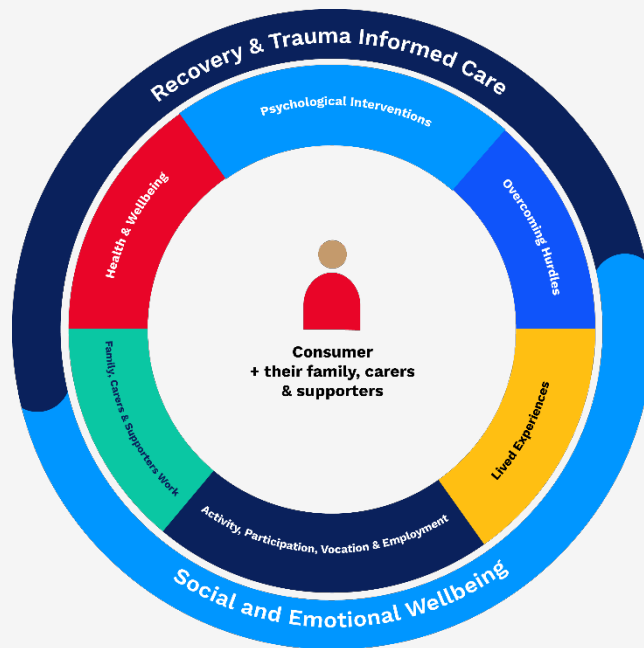
Employee Name (please print)

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Date

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## Community Core and Specific Evidence-Based Practice

Psychological Interventions	Family, Carers and Supporters Work	Health & Wellbeing	Activity, Participation & Employment	Lived Experiences	Overcoming Hurdles
Early Warning Signs & RWP discussion	Initial Conversation with Family/Carer	Physical health screening	Initial Conversation about activity, participation and vocation	Initial Conversation about consumer peer support	LSI-R:SV
CBT Fundamentals	Family/Carer Fundamentals	Physical health conversations	APQ6	Initial Conversation about family, carer and supporters peer support	SUBA
▼	Family Violence Screen	Physical health assessment	Driving Screen	▼	AOD Harm Minimisation
CBT for Psychosis	▼	Metabolic monitoring	▼	PeerZone	AOD Relapse Prevention
Acceptance & Commitment Therapy (ACT)	Single Session Family Consultation	Medication safety, education & advocacy	Activity Engagement	Consumer led inpatient groups	Specialist Supportive Clinical Management for Eating Disorders
Therapies for Borderline Personality Disorder	Multiple Family Group	▼	Therapeutic Activity Groups	Consumer Peer Support-led Community Groups	Forensic Risk Management Planning
CBT for co-morbid Anxiety & Depression	Family Therapy	Equally Well Physical Health Program	Vocation and Employment Support	Individual Consumer Peer Support	Forensic Risk Reduction Treatment
Be Well Live Well - Early Warning Signs Relapse Prevention Program	FaPMI Programs	Medication Alliance	Sensory Assessment & Interventions	Family Peer Support-led Groups	AOD Motivational interviewing
	Family Violence Assessment (MARAM)	QUIT Program	Driving Assessment	Individual Family, Carer & Supporters Peer Support	Refer to Detox
					Autism Consultation and Evaluation Services (ACES)