

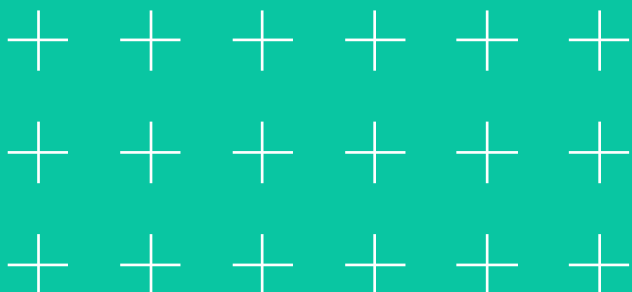


The Royal
Melbourne
Hospital

Advancing health for everyone, everyday.

Could this be you?

Join The Royal
Melbourne
Hospital Team



Position Description

Senior Workplace Relations Specialist



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

Position Title:	Senior Workplace Relations Specialist
Service:	People, Culture, Security & Safety
Location:	Level 6, 635 Elizabeth Street
Reports To:	Senior Lead, Workplace Relations
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021–2025
Classification:	HS5 – Grade 5
Employment Status:	Permanent – Full Time
Immunisation Risk Category:	Category C
Date of Review:	May 2026

POSITION SUMMARY

The Senior Workplace Relations Specialist is critical to ensuring expert, best practise advice, risk management strategies and hands on support to deliver successful outcomes for the organisation. With a strong understanding of the Australian Industrial Relations system, the role will be a pivotal support to the Senior Lead, Workplace Relations, Workplace Relations Specialist, P&C Business Partnering team and wider leadership group.

Performance will be measured through:

- Successful EBA implementation, effective stakeholder engagement and the delivery of supporting training and resources.
 - Overall improvement in the confidence of key stakeholders to navigate, interpret and apply the terms and conditions of the EBAs
 - Reduced amount of escalated disputes or escalated complaints as a result of EBA implementation
- Provision of commercial and operational empathetic outcomes to all incoming escalated dispute resolution and litigation matters, managed in a timely manner in conjunction with relevant stakeholders (internal and external)
 - Successfully representation of RMH at the Fair Work Commission and in other forums and resolving matters in line with stakeholder appetite, before they escalate and require external representation.
 - Unfair dismissals, General Protection, Bullying and Harassment, EEO and AHRC matters
- Provision of best practise and operationally viable advice as part of your participation in large scale change management and projects across the organisation



KEY ACCOUNTABILITIES

- Lead the end-to-end implementation of replacement Enterprise Agreements, including project planning, stakeholder coordination, payroll compliance validation, and the delivery of supporting resources to ensure consistent and accurate application across the organisation.
- Provide best practise, commercial and operationally empathetic advice on all areas of the employment lifecycle, including but not limited to investigations, managing conduct and performance matters, interpretation of industrial instruments and cessation of employment matters.
 - Supporting the timely resolution of incoming queries via the shared mailbox relating to your portfolio or active matters.
 - Timely update of RMH Intranet, RMH website and localised folders.
- Lead end-to-end workplace investigations into serious misconduct, managing the process from preliminary assessment through to findings and recommendations, with appropriate rigour, procedural fairness, and sensitivity to the complexities of a clinical environment.
- Design, develop and facilitate targeted Learning and Development programs that build Industrial and Employee Relations capability across People & Culture teams and clinical and operational leaders
 - covering enterprise agreement interpretation, investigations, performance management, and dispute resolution
 - translating complex legislative and industrial content into practical, accessible learning that sticks.
- Provide best practise, commercial and operationally empathetic advice on escalated change management, dispute resolution and litigation matters.
 - Supporting compliance of system implementation of the EBAs
 - Upskilling the P&C BM, Ops team and leadership team.
- Delivery of high-quality documentation and reporting with supportive commentary in a timely manner to the Senior Lead, Workplace Relations (and relevant stakeholders).
 - Legal Risk Management Report
 - WR Risk Report, as required
 - Non-Clinical Policy Committee
- Contribute towards the development and delivery of resources, education and training to improve the capability and confidence across the organisation.
- Lead the representation, advocacy and preparation of matters that escalate to the Fair Work Commission (FWC) and/or other tribunals, courts and authorities to achieve successful outcomes that meets the needs of the leaders and organisation.
 - Share industry and sector learnings with recommended solutions and/or advice with the P&C Ops team for the purpose of upskilling and ensuring best practise
- Assist in the development and delivery of organisational non-clinical policies, procedures, protocols and strategies that ensure legislative compliance, best practice and quality accreditation.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Work collaboratively with colleagues across the PCSS department and wider organisation
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- 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.
- Build and maintain rapport with strategic stakeholders such as VHIA, Department of Health, VMIA, VGSO Sector Health Providers and Legal Representatives.
- Facilitate and support proactive compliance initiatives in partnership with Payroll Services and relevant internal stakeholder groups to ensure continual improvement and risk management.
- Create a psychologically safe work environment where everyone feels safe to speak up.
- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Speak up for safety, our values and wellbeing.
- Respect that the RMH is a smoke-free environment.



KEY RELATIONSHIPS

Internal

- Chief People & Communications Officer (CPCO)
- Director People & Culture BP & WR Teams
- P&C Business Partnering team
- Exec & Senior Leadership Team
- Payroll Services Leadership Team

External

- VHIA
 - Department of Health (DHS), IR Division
 - VMIA
 - VGSO
 - Unions & Industry Advocates
 - Industrial Associations & Rep Organisations
-

KEY SELECTION CRITERIA

Essential:

- Tertiary qualification with a degree in Employee/ Industrial Relations/ Human Resources/ Employment Law or related discipline.
- Consolidated experience and expertise in employee and industrial relations
- Demonstrated expertise in the representation, advocacy and successful delivery of outcomes for matters before Fair Work Commission (FWC) and/or other tribunals, courts and authorities
- Prior career working within a human resources generalist, employee and industrial relations professional position, working across medium to large sized organisations
 - Expertise in building and maintaining strong professional stakeholder relationships
 - Expertise with engaging Unions and great working knowledge of our Industrial Relations system, Acts and Laws.
- Strong communication, interpersonal and influencing capabilities
- Skilled at communicating simply and clearly, including across a variety of written communications (e.g. external party correspondence, reporting, policy and procedures etc)
- Strong active listening capabilities to be able to understand the portfolio and leadership needs, so as to provide relevant, timely and accurate advice and support
- Motivation and flexibility to be able to manage and deliver multiple priorities and resolve complex problems
- Previous exposure with enterprise bargaining and the successful implementation of replacement enterprise agreements across organisations
- Previous experience interacting and engaging with a wide range of Unions, where you have been able to build rapport and deliver successful solutions
- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.

Desirable:

- Health Sector or Public Hospital experience
 - Previous experience with Health Sector Enterprise Agreements and Awards
 - Previous experience using SAP, SuccessFactors and RosterOn
 - Project management skills, including the ability to contribute towards organisational improvement strategies
 - Previous experience providing coaching, mentoring and support to others
-



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