

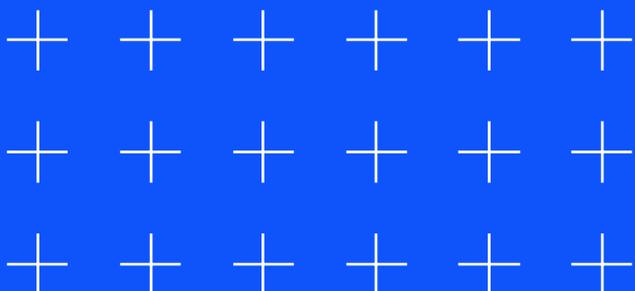


**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, everyday.

**Could this be you?**

**Join The Royal  
Melbourne  
Hospital Team**



**Position Description**

**Talent 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






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## KEY ACCOUNTABILITIES

- Support the establishment of new processes, tools and ways of working within a small, growing Talent function.
- Contribute to the delivery of recruitment activity across RMH, supporting advertising, shortlisting, interview design and general selection practice.
- Participate in interview panels for hard-to-fill or complex roles as requested.
- Promote structured, inclusive and values-aligned recruitment practices in all activities.
- Coach Hiring Managers on applying consistent, bias-aware and values-based recruitment approaches.
- Provide clear, practical advice on role design, attraction strategies, selection methods and the use of recruitment tools/templates.
- Escalate sensitive, complex or high-risk matters to the Manager, Talent as required.
- Support targeted attraction activities, talent pooling and proactive sourcing for priority and hard-to-fill roles.
- Assist with employer brand content, recruitment marketing, job fairs and external engagement.
- Represent RMH professionally in external forums as directed.
- Work collaboratively with People Services (Contracting & Compliance and Immigration) to ensure smooth, accurate handover of candidates for onboarding and pre-employment compliance.
- Provide timely, respectful and transparent communication to candidates and Hiring Managers.
- Support consistent, positive and inclusive recruitment experiences aligned to the Melbourne Way.
- Use SuccessFactors and recruitment tools accurately, consistently and in line with established processes.
- Ensure recruitment documentation, decisions and checks comply with RMH policies, EBAs and legislative requirements.
- Maintain accurate, high-quality recruitment data to support reporting and workforce insights.
- Support improvements led by the Manager Talent by identifying inefficiencies, barriers or opportunities to streamline processes.
- Participate in team initiatives that uplift recruitment capability and consistency across RMH.
- Maintain accurate records and follow agreed workflows and governance steps.
- Escalate risks or compliance concerns promptly.
- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- 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.
- 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.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- **Talent Function:** Given the Talent function is newly established and expanding, the accountabilities of this role will evolve over time.

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## KEY RELATIONSHIPS

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**Internal**

- People, Culture and Communications Team
- Candidates, RMH Employees and Managers, stakeholders and leaders.

**External**

- Candidates & Job Seekers
- Recruitment Agencies, Advertising Providers
- Educational Institutions, Universities & Training Providers
- Professional industry networks

**KEY SELECTION CRITERIA**

**Essential:**

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together
- Genuine interest and enthusiasm for recruitment and people experience, with a willingness to learn, grow and develop capability as the Talent function matures.
- Ability to provide clear, practical support to Hiring Managers, including guidance on advertising, selection processes and inclusive hiring practices.
- Strong communication and relationship-building skills, with the ability to manage expectations and support positive candidate and Hiring Manager experiences.
- Foundational understanding of inclusive, bias-aware and contemporary recruitment principles, with a commitment to learning and applying DEI-aligned practices.
- Strong organisational and coordination skills, including the ability to manage multiple recruitment activities and competing priorities in a fast-paced environment.
- Comfort working collaboratively within a small, developing Talent team, contributing to new processes, tools and ways of working as the function grows and evolves.
- Commitment to delivering timely, respectful and values-aligned service, upholding a positive candidate and Hiring Manager experience consistent with the Melbourne Way.
- Ability to use recruitment systems and tools accurately, with a willingness to develop additional system capability over time.

**Desirable:**

- Experience in healthcare, government or complex, regulated environments.
- Understanding of sector challenges and compliance requirements.

**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.
- SuccessFactors and recruitment tools are used accurately and consistently.



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- Active participation in employer brand activities and targeted attraction efforts.
  - Engagement in improvement work, process development and the establishment of consistent foundations for a small, maturing Talent function.
  - Demonstrates strict adherence to confidentiality requirements, ensuring 100% compliant handling, storage and communication of sensitive employment and contract information, with zero breaches.
  - Partners with People Systems and broader Talent and People Experience teams to identify, design and implement improvements, automation and workflow optimisation, resulting in measurable reductions in manual work, rework and processing time, and enabling stronger Talent & People Experience outcomes.
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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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