



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Projects Coordinator – Security & Safety

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.

2/9

- Be a great place to work and a great place to receive care
- Grow our Home First approach
- Realise the potential of the Melbourne Biomedical Precinct
- Become a digital health service
- Strive for sustainability

Position Title:	Projects Coordinator – Security & Safety
Service:	Nursing Services
Location:	The RMH Parkville & The RMH Royal Park
Reports To:	Director of Security & Safety
Enterprise Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Classification:	HS3
Employment Status:	Full Time, Ongoing
Immunisation Risk Category:	Category C
Date of Review:	July 2026

Reporting to the Director of Security & Safety, the Projects Coordinator will provide support to a range of projects within the security department to support the wider organisation.

The role of the Projects Coordinator will provide high level administrative support to the security team and other departments to Royal Melbourne Health with a range of administrative duties and will oversee the ongoing administering and programming of the security and access control systems across all RMH sites.

The Project Coordinators role will be responsible for conducting audits, reports, risk assessments and conducting compliance checks for both security and other units within the organisation as necessary.

- **Project Support**

- ## - Systems

- Proficient use in the following Security Systems: Inner Range Integrity, Milestone, Everbridge, Success Factors, Roster On, CardExchange Producer, Duress System.
- Providing technical advice regarding current security system in use to stakeholders when required.
- Ensuring service requests are responded to in a timely manner through to resolution.
- Provide training to employees in the use of security systems.
- Coordinate and facilitate systems upgrades and training as required
- Prepare reports pertaining to security system activity when required
- Prepare CCTV footage for law Enforcement agencies which conforms to relevant legislation and RMH policies and procedures
- Conducting regular audits as required to address the needs of the organisation and ensure compliance with relevant standards and legislation.

Internal

- Staff and Volunteers
- Patients and Consumers
- Security Coordinator/ Team Leaders
- Security Officers/ Control Room Operators
- Security Administration
- Director Security & Safety
- After Hours Hospital Manager
- Engineering/ Capital Works
- Switchboard
- Facilities Management
- Digital Coordination Centre
- Emergency Management
- Legal & Medicolegal Services

- Other Hospitals within local health service
- Victoria Police and Corrections Victoria
- Security contractors and technicians
- Melbourne University
- Patients/consumers/visitors

Essential:

- Projects Coordinator – Security & Safety | Nursing Services | June 2026 6/9

- Degree level qualification in relevant field (desirable)
- Prior professional administrative and/or project management experience is preferred
- An understanding of the processes, structures and functions of a large Public Health Organisation

- Demonstrate the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

- 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)
