



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Security 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.

- 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:	Security Officer
Service:	Nursing Services
Location:	The RMH Parkville & The RMH Royal Park
Reports To:	Security Operations Coordinator
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2025-2027
Classification:	GF23
Employment Status:	Full Time, Part Time, Casual
Immunisation Risk Category:	Category A
Date of Review:	July 2026

The Security Officer helps maintain the safety and security of staff, patients, visitors, facilities and assets across multiple Royal Melbourne Hospital sites. The role aims to deliver a high-quality service delivery while working in a collaborative and supportive team environment.

The purpose of this role is for the security of staff, patients, visitors, buildings and hospital assets located at any Melbourne Health service or campuses. Foster a high standard of service delivery based upon a collaborative approach.

The Security Officer will be located at and be a part of the Royal Melbourne Hospital Security group at the direction of the Security Operations Coordinators and Director, Security and Safety

• Take reasonable care for your safety and wellbeing and that of others. • Work in your scope of practice and seek help where required. • Work in partnership with consumers, patients and where applicable carers and families. • Work collaboratively with colleagues across all RMH teams. • Continue to learn through mandatory training and other learning activities including Management of Violence and Aggression (MOVA). • 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. • Ensure patients and staff confidentiality at all times • Respect that the RMH is a smoke-free environment. • Undertake duties as directed by the Team Leader, Security Operations Coordinator or Director of Security and Safety within the role of a Security Officer for Melbourne Health. • To have a strong visible presence across awards/departments fostering a high-quality service based upon a collaborative team approach to support staff and patient safety. • Respond to calls for service, and/or negotiate a mutually convenient time for completion of tasks based on workload and urgency of requests in conjunction with Team Leader. • Perform duties in accordance with RMH and the Security Standard Operating Procedures • Respond to emergencies in accordance with the specific roles and responsibilities outlined under the RMH emergency management procedures including Code Grey and Code Black ensuring body worn camera is recording throughout code. • Assist in maintaining a safe work environment by reporting any incidents of unsafe work practices, sites/areas or equipment. Identify, report and where possible, remove environmental hazards and notify Security Team Leader on duty.	• Provide reports of security breaches and unusual occurrences to Security Team Leader and compile concise accurate reports to the Security Team Leader / Security Operations Coordinator or other authorized person. • To support and assist as necessary with clinical interventions as requested by the Security Team Leader/Security Coordinator including clinical reviews, mental health review board sittings and consumer transfers between wards. • Conduct searches of patient/consumers and belongings including use of handheld metal detector in accordance with RMH procedures. • Confiscate and secure prohibited weapons under direction of Team Leaders. • Provide escort services for hospital personnel as required within the hospital boundaries • Undertake search for missing patients within the hospital grounds and outside grounds as per procedures. • Support clinical teams when patients, consumers show escalating signs of aggression and violence including planned interventions such transfers to seclusion room & seclusion checks • Patrol buildings, entrances/exits and courtyards at regular intervals to monitor any security issues or risks. • To manage and process consumers valuables and property-this would include screening with a metal detector is clinically appropriate; placement of property/valuables in & out trust/locked storage. • Print and issue access cards for employees across RMH sites. • To follow MH smoke free policy & support the team in its application where needed • To support the clinical staff where necessary during Drug Detection Dog visits.
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Internal

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

External

- Members of the public
- Other hospitals within local health service
- Victoria Police and Corrections Victoria

Formal Qualifications:

- ### Essential:

- Desirable:**

- ## KEY PERFORMANCE INDICATORS

- Demonstration of RMH values
- 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.

- **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.

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.

Date _____