RMIT UNIVERSITY

Position Description – Health & Safety Learning and Content Development Lead

Position Details

Position Title: Health & Safety Learning and Content Development Lead

College/Portfolio: Operations   **School/Group:** Operations

Campus Location: Based at the City campus, however, may be required to work and/or be based at other campuses of the University.

Classification: HEW 9   **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: Head of Health & Safety

No. of direct reports: Nil

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

https://www.rmit.edu.au/about
https://www.universitiesaustralia.edu.au/university/rmit-university/
https://www.rmit.edu.au/about/facts-figures

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

https://www.rmit.edu.au/about/our-locations-and-facilities

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.

Inclusion   Imagination   Integrity   Courage   Passion   Impact

Learn more about our values: https://www.rmit.edu.au/about/our-strategy/values

Organisational accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be–Know–Do* Leadership Model:

Be   We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know   We are self-aware, and understand our stakeholders, our sector and priorities.

Do   We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

The Health, Safety & Risk (**HSR**) team are a team of strategic professionals providing outstanding, client focused, proactive and effective solutions and services for all RMIT staff. Our success is achieved by understanding our business and operating as a business partner to our clients. We deliver responsive, innovative and practical solutions and services. The HSR team operate in a manner that supports the RMIT values and achievement of the business objectives. By providing tailored, quality services and products and ensuring a high level of expert support and advice, the HSR team will enhance College/Portfolio and Groups ability to meet their business objectives. This in turn will allow the University staff to better support the current and future student population at the University.

Position summary

The Health & Safety Learning and Content Development Lead is responsible for designing, delivering and maintaining high-quality learning solutions that build health, safety and wellbeing capability across RMIT. The role ensures that all staff, students, researchers, and contractors have access to engaging, evidence-based training and resources that support safe behaviours, compliance with legislation and continuous improvement of RMIT's safety culture.

This position plays a critical role in modernising learning content, harnessing digital tools, and embedding consistent, best-practice health and safety learning across all operational and academic areas.

Key accountabilities

1. **Learning design and development**

   - Lead the end-to-end design, development, and evaluation of health and safety learning programs, including e-learning modules, face-to-face workshops, blended learning, micro-learning and on-demand resources.
   - Apply adult-learning principles, instructional design methods and evidence-based educational practices to ensure content is engaging, accessible and effective. These include:
     - Practical / problem-solving learning
     - Self-directed learning
     - Experiential learning (learning by doing)
     - Collaborative learning
     - Relevance-based learning
     - Flexible learning
     - Visual, auditory and kinaesthetic (VAK) preferences
   - Develop learning pathways aligned to RMIT's capability frameworks, regulatory requirements and risk profiles.
   - Translate complex technical information into user-friendly learning materials suitable for diverse audiences.
   - Create resources that support managers and others in delivering local safety briefings, toolbox sessions and safety conversations.

2. **Content development and knowledge management**

   - Work collaboratively with the RMIT Leadership & Capability Development and Central Health and Safety teams.
   - Develop, maintain and optimise health and safety learning content, ensuring accuracy, currency and alignment with internal policies and external regulations.
   - Build templates, guides, toolkits, checklists and communication materials
   - Establish version-control and continuous-improvement processes for all safety learning content.
   - Curate learning libraries and repositories, ensuring materials are easy to access, navigate and apply in practice.
   - Ensure consistent branding, tone and messaging in all learning and safety communication materials.

3. **Digital learning systems and technologies**

   - Use digital learning solutions and collaboration platforms.
   - Manage the upload, testing, release and performance tracking of learning modules.
   - Analyse usage data, assessment results and learner feedback to improve content quality and identify training gaps.
   - Collaborate with IT, Communications, and other teams to ensure smooth integration of digital content across systems and platforms.

4. **Stakeholder engagement and collaboration**

   - Partner with subject-matter experts across academic, research, technical and central services areas to co-develop accurate and relevant learning content.
   - Engage with leaders to understand learning needs, emerging risks and capability requirements.
   - Support departments with the design of local induction, laboratory safety training, fieldwork preparation and high-hazard training solutions.

5. **Compliance, evaluation and continuous improvement**

   - Ensure all training content meets statutory, regulatory, and sector-specific requirements (eg. laboratory safety, hazardous chemicals, psychosocial risk, contractor safety etc).
   - Monitor regulatory and sector developments and update content accordingly.
   - Develop dashboards and reporting methods to track training completion, compliance status and emerging trends.

6.   Leadership and capability building

- Provide guidance, coaching and mentoring to colleagues involved in safety learning or communications.
- Champion a learning-focused safety culture that emphasises curiosity, openness, engagement and continuous improvement.
- Lead or contribute to safety culture initiatives, campaigns and RMIT development programs.
- Act as a trusted internal consultant in learning, capability development and behaviour-change strategies.

Key selection criteria

- Proven experience in instructional design, adult learning or learning and development (ideally within safety, compliance or technical content areas).
- Strong understanding of health and safety principles, legislation and best practice in a complex operating environment.
- Demonstrated ability to translate technical information into engaging learning experiences.
- Experience using e-learning authoring tools, LMS platforms and multimedia content creation tools.
- Excellent communication, writing and facilitation skills.
- Strong stakeholder-management skills and the ability to work collaboratively with diverse groups.
- High attention to detail, strong organisation skills and commitment to quality and continuous improvement.

Desirable (sector-specific)

- Experience in a higher-education or research-intensive environment.
- Knowledge of laboratory safety, fieldwork preparation, clinical teaching, engineering workshops or similar technical settings.
- Familiarity with behaviour-change frameworks and safety culture methodologies.
- Experience in human-centred design, digital storytelling or multimedia production.

Qualifications

A tertiary qualification in occupational health and safety or related field or equivalent education and/or substantial demonstrated experience.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

END OF DOCUMENT