



Position Description – Head of Health, and Safety

Position Details

Position Title:	Head of Health, and Safety
College/Portfolio:	Operations
School/Group:	Health, Safety and Risk
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 Level 10C
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a multi-sector university of technology, design, and enterprise. The University's mission is to help shape the world through research, innovation, and engagement, and to create transformative experiences for students to prepare them for life and work. 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 three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

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

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy, and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick, and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

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 Head of Health and Safety is a specialist role responsible for managing a range of complex health and safety consultancies covering a wide range of legislation and risks. This role will also encompass the management of key projects as identified by respective stakeholders and legislative changes as well as the review, development and implementation of innovative health and safety strategies, policies, and programs. The development and delivery of health and safety training packages and information sessions as well as regular reporting, analysis and monitoring of health and safety performance are also key aspects of the role.

Reporting Line

Reports to: Executive Director, Health, Safety and Risk

Direct reports:

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

1. Strategic and team leadership

- Establish, communicate, and monitor clear accountabilities within the Health & Safety (H&S) to drive high performance.
- Deliver a comprehensive roadmap that operationalises the H&S strategy
- Provide regular, constructive feedback to direct reports and support their professional growth and development.

- Communicate RMIT's priorities, strategic direction and expectations clearly and consistently.
- Build and sustain an engaged, high-performing H&S team with a shared purpose and collaborative mindset.
- Develop the technical capability of the H&S, ensuring appropriate depth and breadth of expertise relevant to higher education environments.
- Maintain the H&S team's technical currency through continuous professional development and competency frameworks.
- Foster strong cross-institutional relationships with central functions, staff, students and central portfolios.
- Be accountable for the overall budget and financial performance of the H&S function.
- Role model RMIT values and the behaviours of a senior leader in line with the RMIT Leader Profiles.

2. Safety leadership and culture

- Partner with senior leadership to ensure RMIT change aligns with expected safety culture and behavioural standards.
- Develop and implement strategies to promote proactive, positive safety behaviours at all levels of RMIT.
- Plan, deliver and evaluate safety culture programs and engagement initiatives.
- Coach and support leaders, staff, and students in the effective use of safety processes, systems and risk-management tools.
- Promote a culture of psychological safety, trust and openness in reporting concerns, hazards, near misses, incidents, injuries and illnesses.

3. Operational systems and risk management

- Lead the integration and optimisation of H&S systems across RMIT.
- Use digital tools and data systems to improve risk visibility, reporting and the effectiveness of control measures.
- Simplify and standardise management systems, processes and tools to support operational excellence and ensure compliance.
- Establish consistent risk-assessment and quantification approaches across RMIT.
- Evaluate the robustness and effectiveness of risk controls through audits, assessments and performance reviews.

4. Health & Safety technical responsibilities

- Ensure full compliance with all relevant health and safety legislation, regulations and sector-specific requirements (eg. laboratory safety, biosafety, chemical handling, fieldwork and high-hazard activities).
- Source and oversee external specialist support when required.
- Develop, deliver and evaluate H&S training programs.
- Maintain, update, and communicate H&S policies, procedures and guidance material.
- Oversee incident reporting systems, analyse data trends and produce clear internal and external reports.
- Lead or support investigations into incidents, accidents, and near misses, ensuring learning outcomes are translated into improvements.
- Liaise with external authorities (including regulators, auditors and accreditation bodies) on H&S matters.
- Monitor sector developments, good practice, regulatory changes etc and recommend appropriate improvements.

5. Higher education-specific responsibilities

- Ensure appropriate H&S frameworks for student activities (eg. events, clubs, placements etc).

- Work close with Security regarding emergency planning, business continuity and RMIT-wide incident response arrangements.

Key Selection Criteria

1. Demonstrated knowledge of occupational health and safety legislation and current systems for effectively managing health and safety with experience in biological and radiation safety.
2. Excellent communication skills including the ability to influence and negotiate outcomes, drive change, and create a strong health and safety culture.
3. At least three years experience in the delivery of an excellent health and safety consultancy service and a proven ability to bring about improvement in health and safety across a large, diverse organisation.
4. Demonstrated ability to diagnose, analyse, conceptualise, and provide creative solutions to complex consultancies, projects and issues.
5. Proven ability to build and maintain partnerships and relationships in a collaborative manner with key internal clients to support the University's business objectives.
6. The capability to develop and maintain excellent relationships with external stakeholders and key professionals.
7. Ability to work independently, flexibly, co-operatively, and efficiently as a member of a client-focused team.
8. Proven ability to develop clear and concise written communications including business, investigative and audit reports, proposals, and policy.

Qualifications

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

Note: Appointment to this position is subject to passing a 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.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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