



Position Description – Health and Safety Administration and Training Advisor

Position Details

Position Title:	Health and Safety Administration and Training Advisor
College/Portfolio:	Operations
School/Group:	Health, Safety & 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 7
Employment Type:	Fixed Term (12 months)
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>

Operations Portfolio

The Operations Portfolio enables an integrated, enterprise-wide delivery for best practice student and staff experiences.

The portfolio incorporates the following functions: Data & Analytics, Finance, Information and Technology Services (ITS), Governance & Legal, Office of the Chief Operating Officer (OCOO), People Function (HR), Property Services Group (PSG), Enabling Services Reform (ESR) and Health, Safety & Risk.

The portfolio houses significant drivers and delivery components across the staff and student journeys and enables the overall experience for both groups. The Portfolio is integral in bringing the RMIT strategy to life, across the globe. Each of these functions supports the global operations of the University both directly as well as through its controlled entities.

Position Summary

The Health and Safety Administration and Training Advisor is a member of a newly established Health, Safety & Risk team, responsible for developing, coordinating, and delivering health and safety training programs to ensure employees are well-informed and compliant with safety standards. Additionally, this role provides administrative support to the Health, Safety, and Risk (HSR) team to ensure compliance with legislative requirements and organisational policies. This includes coordinating safety documentation, maintaining accurate records, and supporting HSR initiatives to enhance workplace safety culture.

Reporting Line

Reports to: Manager, Health, Safety and Wellbeing Operations & Projects

Direct reports: Nil

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

HSR Training Development and Delivery

- Design, develop, and deliver health and safety training programs, including induction, refresher, and specialised training.
- Conduct training needs assessments to identify gaps and opportunities for improvement.
- Ensure training materials align with regulatory requirements and industry best practices.

- Facilitate face-to-face and online training sessions for employees at all levels.
- Develop e-learning modules and training materials in collaboration with internal and external stakeholders.
- Train and upskill others to deliver HSW Training.

HSR Administration

- Maintain databases and systems to track safety performance and metric.
- Approve and follow up HSW due diligence on RMIT Third parties as a part of Supplier registration.
- Assist in the preparation of reports, safety audits, and compliance documentation.
- Act as a point of contact for general health and safety inquiries.
- Assist in the developing and distribution of communication materials to promote a strong safety culture.
- Manage and coordinate safety-related meetings, including scheduling, agenda preparation, and minute-taking.
- Generate reports on health and safety performance indicators.
- Liaise with internal and external stakeholders to support health and safety initiatives.
- Support the implementation of safety programs and initiatives.
- Assist with the management of the Global Safety Model (OHS Management System).

Key Selection Criteria

- Qualifications in Administration, Occupational Health & Safety, Training & Assessment, or a related field.
- Experience in developing and delivering health and safety training programs.
- Strong organisational and administrative skills, with attention to detail.
- Knowledge of workplace safety legislation and compliance requirements.
- Proficiency in Microsoft Office Suite and Learning Management Systems (LMS).
- Strong communication and interpersonal skills.
- Ability to manage multiple tasks and meet deadlines.

Qualifications

A tertiary qualification in occupational health and safety or related field or equivalent education and/or previous 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.

<p>Endorsed:</p>	<p>Signature: <i>Bradley Burton</i> Name: Brad Burton Title: Manager, Health, Safety & Wellbeing Operations & Projects Date: 02 July 2025 11:41:46 AEST</p>	<p>Approved:</p>	<p>Signature: <i>Liz Bell</i> Name: Liz Bell Title: Acting Executive Director, Health, Safety & Risk Date: 02 July 2025 11:44:32 AEST</p>
-------------------------	--	-------------------------	--