



Position Description – Health & Safety Senior Business Partner

Position Details

Position Title:	Health & Safety Senior Business Partner
College/Portfolio:	Operations
School/Group:	Operations
Campus Location:	Will be required to work and/or be based at any location within RMIT (Australia)
Classification:	HEW 8
Time Fraction:	1.0
Employment Type:	Continuing
Reporting Line:	Health & Safety Lead
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 Senior Business Partner is a specialist role responsible for managing a range of complex health and safety consultancies covering a wide range of legislation and risks. The role will encompass the management of key projects as identified by clients 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.

Key accountabilities

1. Technical leadership

- Deliver a high and consistent standard of complex consultancies in an efficient and effective manner, supporting the continuous improvement of workplace health and safety.
- Conduct investigations (not limited to serious incidents) using structured methodologies (eg. ICAM), liaise with external bodies and co-ordinate interventions with regulatory bodies.
- Contribute to strategic planning of health and safety within Portfolio areas. Work with senior managers to promote and integrate health & safety management in School structures, procedures and cultures
- Provide expert technical advice by interpreting, supporting and advising line managers regarding OHS legislation.
- Provide subject-matter expertise on risk management principles, including hazard identification, risk assessment and control effectiveness reviews.

2. H&S Management System and reporting

- In consultation with the Health & Safety Lead, develop procedures, supporting tools and implementation plans to reflect current and emerging legislation, and support line managers in understanding their health and safety responsibilities.
- Research, collect and analyse workplace health and safety data to develop reports and recommendations for executives and managers to support the achievement of their health and safety objectives. This includes coordinating regular reports for the Chancellery, Council and its committees.
- Support the implementation, maintenance, and continuous improvement of the H&S Management System (**HSMS**) in alignment with legislative requirements.
- Ensure health and safety documentation (eg. procedures, guidance material) remains current, version-controlled and accessible.
- Support digital transformation of health and safety systems (eg. incident reporting platforms, dashboards, risk registers).
- Assist in developing functional safety plans, annual health and safety improvement plans.

3. Compliance and governance

- Conduct regular audits and inspections to identify and address compliance and performance issues.
- Monitor and report on key health and safety metrics to drive continuous improvement and support governance requirements.
- Provide data analysis and prepare reports and recommendations for team leaders, senior managers, Chancellery, Council and relevant committees.
- Monitor data quality and drive the continuous improvement of health and safety data quality through coaching of stakeholders.
- Liaise with regulatory bodies to coordinate interventions and ensure compliance obligations are met.
- Maintain awareness of emerging legislation, industry trends, regulatory expectations and best practice, advising leadership of impacts and required actions.
- Prepare for and support external audits, regulatory visits and compliance assessments.

4. Stakeholder engagement and advisory

- Interpret, support and advise executives and managers on relevant occupational health and safety legislation and University policies and procedures where appropriate. This will involve participating in University committees.
- Coordinate consultative processes involving HSRs, safety committees and other governance groups.
- Contribute to the up-skilling of RMIT employees and managers to ensure that they fully understand their legislative responsibilities and can competently manage the health and safety of staff and students through effective support and the development and delivery of relevant topical training and information sessions.

- Use a collaborative approach with other staff, managers and external providers to ensure the development and delivery of best practice health and safety solutions and the most current information is delivered to clients.
- Influence and guide leaders to adopt proactive and strategic approaches to health and safety risks.
- Act as a trusted partner who supports problem-solving, conflict resolution and collaborative decision-making on safety issues.
- Facilitate and deliver health and safety sessions, workshops and forums to drive cultural engagement. This could be via Lunch 'n Learn sessions, webinars, face-to-face training etc)
- Partner with teams on cross-functional initiatives (eg. People, Property Services Group, People/Wellbeing etc).
- Contribute expert advice during planning for new facilities, equipment or processes to ensure safe design principles are applied.
- Communicate openly, effectively and respectfully to support understanding and commitment to health, safety and wellbeing standards.

5. Project management, continuous improvement and auditing

- Co-ordinate and/or participate in a range of health and safety projects which are aimed at the continuous improvement of workplace processes, policies & practices as identified by clients, legislation and/or other Human Resources staff.
- Research, collect and analyse health and safety data to identify trends, risks and opportunities for improvement.
- Collaborate with internal and external providers to deliver best-practice health and safety solutions.
- Actively contribute to the strategic health and safety planning to support RMIT's long-term goals.
- Contribute to the development and delivery of continuous improvement initiatives and project deliverables under the guidance / direction of the Health & Safety Lead.
- Implementing enterprise-wide initiatives and campaigns across their assigned portfolios
- For an assigned portfolio, collaborate with stakeholders to identify future areas of focus and establish portfolio H&S improvement plans that are unique to the portfolio and not within scope of the umbrella RMIT H&S strategy (New from Shah)

Key selection criteria

Essential

- Demonstrated knowledge of occupational health and safety legislation and current systems for effectively managing health and safety.
- Excellent verbal and written communication skills with the ability to influence and negotiate, drive change and create a strong health and safety culture.
- Experience working in higher education, research, clinical or similarly complex multi-risk environments.
- Strong understanding of risk management, hazard identification and incident investigation (eg. ICAM).
- Demonstrated ability to diagnose, analyse, conceptualise and provide creative solutions to complex consultancies, projects and issues.
- Proven ability to build and maintain relationships with internal and external stakeholders.
- Excellent verbal and written communication skills with ability to contextualise for the relevant audience.
- Experience leading or supporting health and safety projects and continuous improvement initiatives.
- Experience designing and delivering health and safety training programs, safety alerts and toolbox talks.
- Ability to work independently, flexibly, co-operatively and efficiently as a member of a client-focused team.
- Proven ability to develop clear and concise written communications including business, investigative and audit reports, proposals and policy.

Desirable

- Experience with H&S management systems (eg. ISO 45001) and digital safety tools.
- Strong facilitation skills for workshops and training.
- Knowledge of mental health (including psychosocial), wellbeing and ergonomics.
- Training or qualifications in audit, investigations and coaching.

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.

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