



Position Description – Health & Safety Technical Systems Lead

Position Details

Position Title:	Health & Safety Technical Systems Lead		
College/Portfolio:	Operations	School/Group:	Operations
Campus Location:	Based at the City or Bundoora 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 Technical Document Writer & Systems Administrator provides specialist support in the development, maintenance and administration of H&S documentation and digital safety systems. The role ensures that all policies, procedures, guidelines, technical instructions and safety forms are clear, accurate, compliant and easy to use. It also maintains and optimises health and safety management system (**HSMS**) and digital platforms to ensure consistent, reliable access to safety information across RMIT.

This role supports operational efficiency, regulatory compliance and continuous improvement of the HSMS.

Key accountabilities

1. Technical document development

- Develop, update and maintain health and safety policies, procedures, guidelines, manuals and technical documents.
- Translate complex legislative, technical and operational requirements into clear, concise and user-friendly written materials.
- Work with subject-matter experts to capture accurate technical content and ensure alignment with RMIT risk profiles and regulatory requirements.
- Standardise documents using agreed templates, formatting rules and quality-assurance processes.
- Ensure all documentation reflects best practice, current legislation and internal safety-management systems.
- Develop supporting tools such as checklists, workflows, forms, process maps, and quick-reference guides.
- Maintain the health and safety document controls and records register.

2. Safety systems administration

- Administer, configure and maintain digital safety systems, including risk-assessment tools, document repositories and learning-management components.
- Manage system updates, data integrity, version control and user-acceptance testing.
- Use effective consultation and communication mechanisms to advise end-users of changes.
- Troubleshoot technical issues and coordinate with vendors or IT teams (as required).
- Monitor system performance, utilisation and user behaviour to identify improvement opportunities.
- Generate reports, dashboards and analytics that support management decision-making and compliance monitoring.

3. Compliance, governance and quality assurance

- Ensure all documents and digital processes align with health and safety legislation, standards and RMIT policies.
- Implement document-control protocols, including naming conventions, versioning, approvals and review cycles.
- Maintain accurate records of document histories, audit trails and related documentation.
- Conduct regular reviews of content and system processes to ensure they remain current, correct and aligned with best practice (in line with the health and safety document control and records register).

4. Stakeholder engagement and collaboration

- Collaborate with H&S specialists, researchers, technicians, facilities teams and operational teams to gather content and validate technical accuracy.
- Provide guidance to staff on how to use documents, systems and templates.
- Deliver system training sessions or short instructional guides to help users navigate the HSMS effectively.
- Work closely with other RMIT teams to ensure integration across platforms and processes.

5. Project and continuous improvement

- Support or lead short-term improvement projects related to documentation review, system upgrades, content harmonisation or workflow redesign.
- Analyse user feedback, process inefficiencies and system data to recommend enhancements.
- Identify opportunities to streamline content, remove duplication and improve clarity and accessibility.
- Assist in implementing new modules, digital tools or document-management technologies.

Key selection criteria

Essential

- Demonstrated experience writing technical or compliance documentation, ideally within health and safety, quality, regulatory or scientific environments.
- Strong understanding of health and safety principles, legislation and management-system frameworks.
- Proficiency in administering safety, compliance or operational systems (eg. H&S management systems, SharePoint, learning management systems or document-control systems).
- Excellent written communication skills with high attention to accuracy, structure and plain-English standards.
- Experience designing or managing document-control processes.
- Strong analytical, problem-solving and organisational skills.
- Ability to work independently, manage workloads and meet deadlines.

Desirable

- Experience in a large corporation, higher education, laboratories, research environments or technical industries.
- Familiarity with ISO 45001 / ISO 9001 and relevant regulatory frameworks.
- Experience with digital process mapping or business-systems optimisation.
- Ability to create visual aids, diagrams or simple instructional videos.

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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