



Position Description – HSE Manager, Governance & Systems

Position Details

Position Title: Health, Safety & Environment Manager, Governance & Systems

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

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 9

Time Fraction: 1.0

Employment Type: Fixed Term

Fixed Term Reason: n/a Replacement Employee

Reporting Line: Director, Business Operations

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

Property Services is located in the Operations Portfolio which is the services nucleus of RMIT and the focus for the development of the finance, people development infrastructure and systems that provide administrative capacity to the University.

Property Services has approximately 100 staff and has the responsibility to operate, maintain and enhance the buildings owned and leased by RMIT University, oversee construction projects and ensure the provision of physical facilities services.

Property Services is responsible for a Property Portfolio of \$2.9b with an operating budget in excess of \$80M and prospective capital projects of over \$100M per annum for the next few years in Melbourne and Vietnam. RMIT's built environment involves approximately 110 buildings in Melbourne spread across all RMIT's campuses and sites.

Property Services consists of the following branches:

- Commercial & Leasing
- Facilities & Asset Management
- Capital Works & Development
- Campus Strategy & Management
- Business Operations

For more information please visit: www.rmit.edu.au/propertyservices

Position Summary

The Health, Safety & Environment Manager – Governance & Systems is responsible for the planning and implementation of Property Services safety strategy, including standard / target setting to drive a positive safety culture throughout all areas of Property Services and remain an industry leader for best practice approaches to occupant safety and wellbeing.

The role acts as the Management representative / Chair of the Property Services Health & Safety Committee (HSC) which engages with all Property Services personnel regarding workplace health and safety for all workers, including employees and contractors.

The role manages the annual operational budget for hazmat, ensuring Property Services OHS regulatory requirements are met regarding asbestos.

The role also works closely with the HSE Manager, Capital Works and Operations providing subjective matter expertise to the University community with regard to hazardous materials, as required, and developing tangible initiatives to operationalize the 5 year safety strategy.

This role will ensure governance and systems are in place for health and safety aspects of activities undertaken by Property Services. This includes chairing the HSE Compliance Evaluation Working Group and being a member of the ISO Integration Working Group.

The role is responsible for identifying risks, especially those of construction, maintenance and contractor work in a complex live working environment, to ensure legislative compliance.

The role will report to the Director, Business Operations in Property Services, and will ensure high level contractor management systems and communications activity is undertaken to deliver a successful outcome for all stakeholders.

Key Accountabilities

- Support HSE Manager, Capital Works & Operations in maintaining key relationships with RMIT central Health, Safety and Risk team.
- Provide strategic inputs and advice for safety planning to Property Services Strategic Leadership Team (SLT) to ensure appropriate consideration of safety to meet regulatory requirements.
- Provide strategic advice to build a strong safety culture within Property Services.
- Prepare regular presentation of Property Services safety data, initiatives and standards to SLT.
- Develop safety standards / targets to drive a positive safety culture and create impact throughout all areas of Property Services, and to operationalize the 5 year safety strategy.
- Management representative and Chair of the Property Services Health & Safety Committee (HSC).
- Ensure the implementation and management of RMIT OHS Policies and Procedures and oversee the health and safety system aspects of contractor, maintenance and project works at RMIT within the Property Services Group.
- Interpret, support and advise line managers and project stakeholders on relevant occupational health and safety legislation and University policies and procedures where appropriate.
- Use a collaborative approach with other staff, managers, contractors and external providers to ensure the development and delivery of best practice health and safety systems, including Policies and Procedures in relation to safety and hazardous materials management.
- Monitor the various contractors working for Property Services to ensure compliance to RMIT standards for OHS by all contractors, consult building codes, government regulations and other emergency response agencies to ensure that the workplace is compliant with health, safety and environmental regulations.
- Provide support to the safety team as required to conduct regular planned and unplanned workplace inspections and safety audits, investigations of serious incidents (including liaising with external bodies and co-ordinate interventions by regulatory bodies (and monitor and review project contractors to ensure health and safety provisions such as inductions are in place and actively being done.

- Ensure Property Services legislative compliance with OHS Regulations, specifically consultation (via Health & Safety Committee) and asbestos by maintaining hazardous building materials register and management plan including; asbestos, lead paint, synthetic mineral fibres, ozone depleting substances and polychlorinated hydrocarbons for all Australian RMIT portfolio.
- Support HSE Manager, Capital Works and Operations in maintaining key stakeholder relationships, including University Executives, Senior leaders, other departments both academic and professional, goods and services providers to Property Services and develop and maintain relationships with external similar scale and complexity organisations.

Key Selection Criteria

Essential:

1. Demonstrated knowledge of current Victorian Occupational Health and Safety Legislation.
2. Demonstrated knowledge of best practice systems for effectively managing health and safety of employees, building users and Contractors.
3. Demonstrated strengths in project planning and project management.
4. Excellent communication skills including the ability to influence and negotiate outcomes, drive change and create a strong health and safety culture.
5. Demonstrated ability to diagnose, analyse, conceptualise and provide creative solutions to complex projects and issues.
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 and proposals.
9. Demonstrated negotiation and problem solving skills, including proven ability to negotiate a solution to a problem with multiple parties.

Desirable:

- Experience with contractor management systems and incident/hazard management systems such as Noggin, SafetyNow.

Qualifications

Relevant tertiary qualifications and/or extensive 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.