



## Position Description – Senior Wellbeing and Psychosocial Safety Partner

### Position Details

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<b>Position Title:</b>	Senior Wellbeing and Psychosocial Safety Partner
<b>College/Portfolio:</b>	Operations
<b>School/Group:</b>	Employee Experience and Capability
<b>Campus Location:</b>	City
<b>Classification:</b>	HEW 9
<b>Employment Type:</b>	Continuing
<b>Time Fraction:</b>	Full Time, 1.0 EFT

### RMIT University

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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

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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>

### Employee, Experience and Capability - Mental Wellbeing and Psychosocial Safety (RMIT Wellbeing)

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Driven by the Health, Safety and Wellbeing Strategy and five-year Mental Wellbeing Strategic Action Plan (Plan), the Mental Wellbeing and Psychosocial Safety (RMIT Wellbeing) team works to foster a more mentally healthy RMIT. Through evidence based strategic action RMIT Wellbeing aims:

1. To increase the proportion of students and staff who experience higher levels of mental wellbeing

2. To reduce student and staff exposure to avoidable risk factors within the learning and work environment and increase their resilience and social supports
3. To increase the proportion of students and staff who seek and obtain timely assistance for emerging or existing mental health conditions, and experience recovery.

The RMIT Wellbeing's ongoing program of work is guided by five key principals:

1. We create a continuum of interventions that help our people stay well, take early action and support recovery
2. We take an integrated approach to student and staff mental wellbeing while continuing to address the unique needs of diverse groups at RMIT
3. We embed mental wellbeing across all that we do
4. We promote mental wellbeing as a shared responsibility
5. We work across the student and staff lifecycle and align activities with the rhythm of the university.

The RMIT Wellbeing team provides critical wellbeing response services to the university, including:

### **Sudden Death Response Team**

RMIT has a dedicated, multidisciplinary team to support staff in the event of any sudden death in our community. The Sudden Death Response Team (SDRT) will engage the relevant school, college, portfolio or area leader to provide practical and emotional support to students and staff, as required. The aim is to provide a coordinated and compassionate institutional response that minimises harm and distress, and aids natural recovery.

<b>Subject</b>	<b>Matter</b>	<b>Expertise</b>	<b>and</b>	<b>Strategic</b>	<b>Support:</b>
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### **Psychosocial Safety Support and Advisory**

- The RMIT Wellbeing and Psychosocial Safety Team provides expert advice and strategic support to leaders and university services in responding to such incidents. This includes guidance on appropriate referral pathways, supporting trauma-informed practice, and advising on best-practice interventions that promote psychological safety and recovery. All advice is delivered in collaboration with internal stakeholders and in line with holistic, integrated support frameworks.
- **Wellbeing Advisory Consultations**
- Staff occasionally experience distress that impacts their wellbeing at work. In these instances, leaders or HR may consult with the RMIT Wellbeing and Psychosocial Safety Team for professional advice on how to support the staff member. The team offers confidential consultations to assess psychosocial risks, provide referral guidance, and support leaders in navigating appropriate responses. These advisory consultations are not a counselling service but a strategic mechanism to ensure staff are linked with the right supports, including EAP, and other internal services.
- **Advising on Complex Wellbeing Cases**  
In situations involving multiple intersecting issues—such as health, safety, performance, and interpersonal conflict—the RMIT Wellbeing and Psychosocial Safety Team offers specialist input on psychosocial and mental health risk factors. The team contributes to multi-stakeholder case discussions by offering subject matter expertise and advising on appropriate actions and systems-based interventions. Where risks to staff wellbeing or safety are identified, the team provides guidance to leaders and HR on how to proceed in line with policy, legislation, and best-practice psychosocial safety frameworks.

### **Psychosocial Risk Advisory & Training**

Under Victorian Law, RMIT is required to proactively identify, assess, manage and control risks to psychosocial safety. The RMIT Wellbeing team provides advice and training to local areas where psychosocial risk has been identified. Interventions aim to prevent exposure to risk where practicable, minimise impacts of unmanaged risk through capability uplift and establish post-exposure support for impacted individuals to facilitate recovery. The RMIT Wellbeing team conducts investigations into Psychosocial Incidents, to identify root causes of harm and recommending pathways for recovery and prevention.

### **Position Summary**

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The **Senior Wellbeing and Psychosocial Safety Partner** plays a strategic and influential role in embedding psychosocial safety and mental wellbeing across the organisation. As a subject matter expert in psychosocial risk and mental health promotion, the incumbent will partner with leaders across the university to provide expert advice and support on complex wellbeing and psychosocial safety challenges that require thoughtful, bespoke, and systems-based solutions.

Working in alignment with the **RMIT Mental Wellbeing Strategic Action Plan (2020–2025)** and relevant regulatory obligations, including the evolving psychosocial safety legislation in Victoria, this role will design and facilitate high-quality training, interpret wellbeing data, and support continuous improvement through consultation, reporting and capacity building.

This role will collaborate closely with stakeholders including the IDEA Framework team, Respectful and Safe Communities, HR Business Partners, the Gender-Based Violence team, and other key university stakeholders. The role requires a confident and experienced professional who can translate evidence-based strategies into practice, provide credible leadership on psychosocial safety, and help drive sustainable cultural change.

The role contributes to designing and embedding preventative strategies, policies, and systems that promote mental wellbeing, foster a culture of care, and mitigate workplace harm. It also supports broader organisational culture change by championing values of inclusion, safety, and psychological wellbeing across the university.

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## Reporting Line

Reports to: Senior Manager, Mental Wellbeing and Psychosocial Safety

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## 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..

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## Key Accountabilities

### Key responsibilities include:

- Providing expert consultation on complex wellbeing and psychosocial safety matters, including risk assessment and mitigation strategies.
- Advising on systemic responses to psychological and mental health risks impacting staff, using evidence-based approaches and aligning with legislative obligations and best-practice frameworks.
- Designing, implementing, and continuously improving policy, systems, and processes that support psychologically safe work environments.
- Leading organisation-wide initiatives to promote mental wellbeing, working closely with senior leaders, the IDE&A team, Safer Community, and other internal stakeholders.
- Delivering tailored training, capacity-building, and proactive engagement with leaders to build capability and confidence in managing psychosocial risks.
- Using data and reporting to inform continuous improvement, guide strategic priorities, and measure the impact of interventions
- Coordinate and report on Wellbeing and Psychosocial Risk Partner activities
- Acting as Principal Staff Welfare Advisor in RMIT's Sudden Death Response Team
  - Liaise with local leader to gather information and identify close staff contacts
  - Assess immediate risk to staff community, based on suicide contagion principles
  - Provide assessments of risk and advise on risk management activities (in collaboration with SDRT)
  - Provide school leader with briefing and notification scripts/ templates for staff notification
  - Communicate with bereaved family (if staff death and if line manager is unable)
  - Deliver staff briefings to support safe notification
  - Arrange staff support pathways
  - Deliver follow up psychoeducation sessions to uplift local capability in suicide response
- Provide advice and coordinate supports for impacted staff in response to high-risk Psychosocial Incidents
- Conduct trauma-informed Individual Wellbeing Check-ins for staff upon referral by leaders and HR stakeholders
  - Conduct basic mental health risk assessments in order to connect staff to appropriate supports
- Provide advice and training to local areas where psychosocial risk has been identified

- Consult with local leadership to identify psychosocial risks
- Provide recommendations for psychosocial risk management activities
- Facilitate consultative psychosocial risk management planning workshops for local areas
- Provide training and coaching to local leaders on how to engage safely in psychosocial risk management
- Build and maintain relationships with Student Services and HR stakeholders to continue to improve integrated, trauma-informed approaches to Complex Case Management.
- Contribute as an SME to ongoing development of policy, procedures, guidelines and resources for wellbeing and psychosocial risk management
- Preparing reports and presentations for a range of audiences, as required to achieve the outcomes of the role
- Support other projects, events and activities as directed that build impact of the Mental Wellbeing Strategic Action Plan

### Key Selection Criteria

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1. Proven knowledge in mental health, psychosocial risk management, suicide prevention and postvention, and psychological first aid with commitment to creating positive change in large organisational settings.
2. Experience in Mental Health providing oversight staff in high-risk roles
3. Highly developed interpersonal, clinical, problem solving and negotiation skills.
4. Demonstrated relationship building and stakeholder management skills including demonstrated ability to manage relationships with diverse stakeholders.
5. Strong written communication skills including experience producing high quality guidance materials, briefings, reports and other project related documentation for a range of audiences.
6. High level of initiative, discretion, collaboration, independence and flexibility.
7. Demonstrated commitment to continuous improvement and ability to adapt evidence-based frameworks to real life scenarios.
8. Demonstrated skills in the use of information and communication technologies.

### Qualifications

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A tertiary qualification in psychology or other allied health discipline, and/or substantial relevant experience in related field. Postgraduate qualification desirable, also desirable if you are registered with AHPRA.

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.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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