



Position Description – Advisor, Health, Safety & Environment

Position Details

Position Title:	Advisor, Health Safety & Environment
College/Portfolio:	Operations
School/Group:	Property Services
Campus Location:	Based at the Melbourne CBD campus, however, may be required to work and/or be based at other campuses of the University.
Classification:	HEW 7
Employment Type:	Fixed Term
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>

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 120 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:

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

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

Position Summary

The Advisor, Health Safety & Environment will assist in the management of risk mitigation across all aspects of contractor, maintenance and project works at RMIT within the Property Services Group.

This role will be responsible for identifying and managing risks especially those of construction, maintenance and contractor work in a complex live working environment. This role will work closely with the Property Service Safety team and Health Safety and Wellbeing Team across the University, to ensure legislative compliance.

The role will be part of the Safety Team of Property Services and will report to the Manager, HSE Governance & Systems.

Reporting Line

Reports to: Health, Safety & Environment Manager

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

- Assist in the implementation and management of RMIT OHS Policies and Procedures and oversee the health and safety 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, including RMIT Global Safety Model (GSM).
- Use a collaborative approach with other staff, managers, contractors and external providers to ensure the development and delivery of best practice health and safety solutions.
- Monitor the various projects, construction sites and contractors working for Property Services Group 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.
- Conduct regular planned and unplanned workplace inspections and safety audits.
- Assist with investigations of serious incidents; conduct investigations of minor incidents; liaise with external bodies and co-ordinate interventions by regulatory bodies.
- Assist in the development and implementation of health, safety and environment KPI's for regular reporting against projects and operational delivery.
- Monitor and review project contractors to ensure health and safety provisions such as inductions are in place and actively being done.
- Assist with the development of health, safety training materials and deliver inductions and other applicable health, safety and environment training as required.

Key Selection Criteria

1. Demonstrated knowledge of 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. Excellent communication skills including the ability to influence and negotiate outcomes, drive change and create a strong health and safety culture.
4. Demonstrated ability to diagnose, analyse, conceptualise and provide creative solutions to complex projects and issues.
5. The capability to develop and maintain excellent relationships with external stakeholders and key professionals.
6. Ability to work independently, flexibly, co-operatively and efficiently as a member of a client-focused team.
7. Proven ability to develop clear and concise written communications including business, investigative and audit reports and proposals.
8. Demonstrated negotiation and problem-solving skills, including proven ability to negotiate a solution to a problem with multiple parties.

Qualifications

Relevant tertiary qualifications and/or extensive 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.

Endorsed:	Signature:  Name: Liz Bell Title: Director, Business Operations Date: 07 March 2025 15:55:13 AEDT	Approved:	Signature:  Name: Nicola Burgess Title: Interim Executive Director, Property Services Group Date: 11 March 2025 18:22:20 AEDT
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