

Job Description – Manager, Staff Wellbeing

Position Details

Position Title:	Manager, Staff Wellbeing
Division/ Centre:	Human Resources
Department:	Operations - Human Resources
Campus Location:	Based at the Saigon South campus but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	TBD/PSV/F8
Time Fraction:	Full Time

RMIT University

RMIT University is a university of technology, design and enterprise located in Melbourne, Australia. RMIT University has a global reputation for excellence in its fields of study, as well as for its engagement with industry and communities. According to various ranking schemas, RMIT University is among the top universities in the world and in Australia.

- 140th globally and 11th in Australia in QS World University Rankings 2024,
- 22nd globally and 3rd in reducing inequalities in Times Higher Education Impact Rankings 2022
- 53rd globally and 5th in Australia in the QS Sustainability Rankings
- 22nd globally and 3rd in Australia in the Times Higher Education Impact Rankings

RMIT University also ranks highly on graduate employability, international outlook, and partnership with employers. As a global university with campuses in Vietnam and Spain, and partnerships with over 140 institutions across Asia and Europe, RMIT University provides its students with hands-on and practical learning experiences, such as internships, placements, and work projects, that prepare them for the needs of their industry and future careers and to become global citizen.

www.rmit.edu.au

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

RMIT Vietnam is recognized as a leader in education and research in Vietnam, as well as a contributor to the economic and social development of the country. RMIT Vietnam has been awarded the Golden Dragon Award for excellence in education by the Vietnamese Ministry of Education and Training for 16 consecutive years.

RMIT Vietnam is a dynamic and innovative university that prepares students for life and work in an increasingly complex world. By studying at RMIT Vietnam, students can benefit from the international reputation, academic excellence, and industry connections of RMIT, while experiencing the rich culture and diversity of Vietnam.

www.rmit.edu.vn

Position Summary

The Manager, Staff Wellbeing will work with various teams within RMIT (Wellbeing, Safer Communities, OHSSS, etc) to help drive Strategic Wellbeing Actions Plans. A key focus for this role will be to successfully design and deliver RMIT Vietnam's first Staff Wellbeing Program, this will include developing initiatives that are focused on mental and physical wellbeing of RMIT Staff.

Reporting Line

Reports to: Associate Director, Human Resources

Direct reports: 1 Staff Wellbeing Advisor

Key Accountabilities

- Develop and deliver a strong, robust, and sustainable strategy focused on ensuring a safe and welcoming culture at RMIT Vietnam
- Create and deliver high-quality reports, presentations, trainings, workshops, and initiatives that demonstrate and foster RMIT Vietnam's commitment to staff wellbeing
- Develop and maintain a confidential reporting system for wellbeing incidents, activities, inquiries, etc
- Create and maintain an appropriate SLA with regards to wellbeing case management
- Provide advice and assistance in coordinating support for impacted staff
- Lead complex case management for staff, including partnering with the Employee Relations team to ensure support and thorough investigations where appropriate
- Develop and maintain strong relationships with key internal stakeholders and RMIT Vietnam Leadership to ensure successful delivery of wellbeing projects, programs, and support initiatives
- Primary SME for ongoing development and delivery of policy, procedures, guidelines, and resources for enhanced staff wellbeing
- Primary SME for keeping up to date with local regulations pertaining to the mental, physical wellbeing, and protection of staff
- Manage quality assurance and ensure best-practice of health and wellbeing service provision, including health services contracted from third party providers
- Develop and maintain collaborative networks with RMIT Melbourne to ensure key policies that underly Wellbeing are consistent but contextualised to inform best-practice in the delivery of Staff Wellbeing initiatives and programs
- Provide ongoing coaching and guidance to staff members in the Human Resources department
- Support other projects and activities as directed that build the impact of the Staff Wellbeing Team and Human Resources Department

Key Selection Criteria

1. Bachelor's in social work, psychology, counselling and/or education
2. Appointment to this position is subject to passing a Working With Children check.
3. Education, training and/or experience equivalent to the completion of postgraduate qualification in social work, psychology, counselling and/or education
4. Membership/eligibility for membership with respective professional Psychological, Counselling, or Social Work Association is essential.
5. Significant experience (five (5) years or more) in assessing and providing individual counselling to a wide variety of client groups, preferably in an organizational context.
6. Proven knowledge in mental health, psychological risk management, and psychological first aid, with a commitment to creating positive change in an organisational setting.
7. Experience with delivering health and safety advisory service to a complex organization.
8. Successful in implementing wellbeing strategy plans.
9. Experience in writing wellbeing policy and guidelines
10. Experience in safety audits
11. Very strong communication skills, including experiencing in producing high quality guidance materials, briefings, reports, and other project related documentation for senior leadership.
12. High level of confidentiality, commitment to innovation, agility, and collaboration
13. Substantial practice experience and expertise in understanding counselling approaches suited to a culturally diverse staff population.
14. Ability to display appropriate behaviours in line with the position, as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility)

Organisational Accountabilities

RMIT is committed to the rights of students and staff to be safe, respected, valued, and treated as an equal in their place of study and work. All staff are expected to share this commitment and contribute to a safer community. While carrying out their role, staff are in a position of trust with students. Staff have a duty of care to report wellbeing concerns about students through the designated channels and uphold to the code of conduct. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS with a score of at least 7.5 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Endorsed:	Signature: Name: Kathie Vu Title: Senior Manager Talent Acquisition & Mobility Date: 21 Aug 2023	Approved:	Signature: Name: Title: Date:
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