



## Position Description – VE HSW Officer

### Position Details

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<b>Position Title:</b>	VE HSW Officer
<b>College/Portfolio:</b>	Vocational Education.
<b>School/Group:</b>	Planning & Resources.
<b>Campus Location:</b>	Based at either the Melbourne campus, however may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 6.
<b>Employment Type:</b>	Continuing.
<b>Time Fraction:</b>	1.0 FTE.

### RMIT University

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RMIT is a multi-sector university of technology, design and enterprise with more than 96,000 students and close to 10,000 staff globally. 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.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, 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>

## The College of Vocational Education

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The purpose of RMIT's [College of Vocational Education](#) is to empower learners and our industry, community and government partners to succeed in the new world of work. Our five-year strategic roadmap, [ALIVE@RMIT](#), purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence.

Led by our Deputy Vice Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

The College of VE is delivering impact through transformation that creates long-term change.

[Our strategy - RMIT University](#)

## Position Summary

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The VE HSW Officer will operate within the College of Vocational Education at RMIT University. The role will be responsible for supporting all aspects of Health Safety and Wellbeing services in College of Vocational Education with a priority focus on OHS services for Work Integrated Learning (WIL) & Placements.

The role will excel at providing customer service to staff and students to assist in the coordination of, and participation in, activities including, but not limited to, student lifecycle services, Teaching activities, Course and program management activities, Technical Services, information management, events and process improvement activities. The role will be responsible for the management and resolution of complex queries from staff and students and will be required to maintain productive working relationships with members of the College of VE and the RMIT Central HSW team.

This on-campus role will be required to work across all RMIT locations in Victoria, including external sites from which we conduct business; and work across all College teams and functions to support the business throughout peak periods.

## Reporting Line

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Reports to: HSW Coordinator

Direct reports: N/A.

## Organisational Accountabilities

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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**

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- Responsible for supporting, maintaining records and preparing documentation for all aspects of VE HSW services for WIL & Placements.
- Facilitate HSW service activities that support the student and teacher experience during WIL, ensuring that the team has sufficient capacity and capability to meet key University deadlines for placement, enrolment, assessment and progression.
- Responsible to attend, support and report on VE HSW Workplace Inspections
- Monitor, report and update VE HWS Tools and facilities. These include but not limited to SafetyNow, ChemAlert, FirstAid Kits and Signage
- Support College, Teaching and Operational teams to meet their HWS responsibilities. These include but not limited to Local Inductions, Workplace Inspections, Incident triage and actions.
- Proactively track planned VE HSW progress and milestones.
- Facilitate best practice in relation to OHS requirements within VE and to ensure compliance with relevant legislation.
- This role will be required to work across all RMIT locations in Victoria, including external sites from which we conduct business; and work across all College teams and functions to support the business throughout peak periods.
- Ensure a high quality client service focus through phone, online and face-to-face channels, and ensuring appropriate management, follow up and referrals to see out matters to completion.
- Coordinate and advise on continuous improvement processes, identifying opportunities for improvement, providing feedback to relevant areas and contributing to the streamlining of processes, events and support services to achieve a successful student and staff experience.
- Perform other duties as requested by the Manager.

### **Key Selection Criteria**

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1. Highly developed interpersonal and communication skills with proven ability to build and maintain strong collaborative working relationships with a variety of internal and external stakeholders from diverse backgrounds.
2. Excellent problem-solving skills, including demonstrated experience developing and delivering complex written reports to a high standard and with a high level of attention to detail.
3. Demonstrated knowledge and application of OHS legislation and regulations and experience in a multi-site environment.
4. Demonstrated experience in providing high quality customer service to internal and external stakeholders and experience managing complex queries in a fast-paced, large scale environment.
5. Ability to demonstrate flexibility and initiative, by working independently and with limited direction, as well as effectively within a dynamic small team environment.
6. Proven significant administrative experience in planning, organising and prioritising work in a busy environment with multiple and conflicting priorities and competing deadlines.
7. Demonstrated ability to use information and communication technologies effectively, including Microsoft suite, web and email software and database use.

### **Qualifications**

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Relevant qualification and/or relevant OHS, customer service and administration 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.

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