

 **RMIT Vietnam****Security & Safety Specialist****Position Details**

|                            |                                                                                                         |
|----------------------------|---------------------------------------------------------------------------------------------------------|
| Position Title:            | Security & Safety Specialist                                                                            |
| Division/ Centre:          | HR                                                                                                      |
| Department:                | Occupational Health Safety, Security and Sustainability (OHSS&S)                                        |
| Campus Location:           | Based at the Hanoi campus but may be required to work and/or be based at other campuses of RMIT Vietnam |
| Job Grade/ Classification: | PSV6                                                                                                    |
| Time Fraction:             | Full time                                                                                               |

**RMIT University**

RMIT is a leading multi-sector university of technology, design and enterprise with more than 90,000 students and 10,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

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.

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. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, Spain, as a gateway for European research, industry, and government partnerships. Programs are offered through transnational partners in Singapore, Hong Kong, Sri Lanka, India and mainland China, with research and industry partnerships on every continent.

**RMIT Standings in university rankings**

RMIT is ranked 119th in the 2027 QS World University Rankings consolidating its reputation as a global leader in education and research. The University is also now ranked 10th in Australia.

The University is ranked 5th globally for its work to reduce inequalities (SDG 10), 30th in supporting decent work and economic growth (SDG 8), and overall 56th worldwide in the 2025 Times Higher Education Impact Rankings.

RMIT has eight subject areas ranked among the world's top 100 in the latest QS World University Rankings by Subject. Three subjects are ranked in the global top 50, with Architecture & Built Environment maintaining its strong global position at 15th while rising to 1st in Australia. Library & Information Management also improved to 1st in



Australia and is ranked 29th globally. Art & Design continues to be recognised among the world's leading disciplines, ranked equal 19th globally and 1st in Australia. Additional subjects ranked in the global top 100 and among the top 10 in Australia include Materials Science, Accounting & Finance, Communication & Media Studies, Data Science & Artificial Intelligence, and Civil & Structural Engineering.

[www.rmit.edu.au/about](http://www.rmit.edu.au/about)

## RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University and was established in the year 2000. As the leading international university in Vietnam with over 12,000 students, RMIT Vietnam has a high-quality, innovative teaching and learning culture, and a growing research and innovation capability. We provide internationally recognised high-quality education and research aligned to the needs of the Vietnam and ASEAN region. As an internationally recognised Australian university based in South-East Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region. Our teaching and research is highly engaged with industry across the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from English Language training through to undergraduate, post-graduate and PhD programs. All teaching at RMIT Vietnam is in English and maintain the same standards as Australia.

<https://www.rmit.edu.vn/about-us>

## Position Summary

The Safety & Security (SS) Specialist, is a consulting role responsible for providing facilitation, coaching and advising on a range of safety and security issues to assist the university community to identify appropriate controls safety and security risks at work.

The role will have a broad understanding of risks ranging from, but not limited to, chemical and biological, occupational health, office safety, fire safety, trainings to hazardous manual tasks, basic psychological aspect, community safety, property security and access control.

The role will also be responsible for regular reporting on risk profiles and controls and will contribute to the campaigns/projects as required.

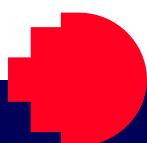
### Reporting Line

Reports to: Senior manager, OHSSS

Direct reports

Reporting lines may be adjusted in line with organisational changes.

## Key Accountabilities



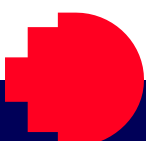
- Efficiently assess & manage prevention SS measures along with regular site inspections to identify, eliminate and control matters that may lead to injury, property damage, intrusion or unauthorized access. Follow-up with relevant stakeholders to ensure corrective & preventive actions taken and closed on time
- Respond promptly to SS incidents, breaches, complaints, fire alarms, and errors in the CCTV system operated by third-party providers. Conduct thorough investigations and report incidents in a timely manner.
- Conduct regular site checks, audits, and inspections, promptly reporting concerns to line manager, stakeholders with a constructive approach and recommendations.
- Supervise, lead and mentor contractor supervisor, security lead, ensuring strict compliance with RMIT's policies, regulations, and procedures.
- Facilitate and coordinate all mandatory training courses, orientation sessions, meetings including OHS Committee meetings, face-to-face discussions with stakeholders, contractors' safety meetings...ect
- Proficiently streamline data management, workflow optimization, and proactive transitioning of daily tasks into automation and visualization using Microsoft Power Platform tools such as PowerApps, Power BI, and Power Automation. Maintain documentation system & record management in accordance with RMIT SS Management system.
- Exhibit strong database skills and familiarity with Electronic Access Control Systems to efficiently grant and revoke access, ensuring a smooth experience for students and staff accessing campuses.
- Maintain a professional and courteous behaviour while interacting with visitors, staff, and key stakeholders from various departments, including Property, Facility & Maintenance, Project Management, Events, Student Recruitment, HR, ARG, and Student Conduct.
- Develop/Enhance comprehensive University-wide SS work instructions, procedures, and policies to enhance operational security and safety.
- Lead and manage security service providers, strategically allocating resources based on a risk-based approach. Qualify contractors, conducting OHS inductions, contractor meeting, site check, review Safe Work Method Statement review and approval; Provide consultation regarding OHS issues raised from staff members where relevant
- Evaluate safety performance of contractors and ensure that contractors working on site follow OHS policies, legal regulations and requirements.
- Collaborate and follow-up with relevant internal stakeholders on the implementation of recommended corrective/preventive actions. Oversee SS requirements for university events, conduct risk assessments, and devise solutions for complex SS challenges
- Manage local Firefighting team, fire wardens & first aid team; coordinate with local authorities & internal stakeholders to organize fire safety training & fire evacuation and firefighting drill at least once a year
- Play a pivotal role in implementing the Emergency Management Plan and collaborate on the development of emergency and continuity plans at various University locations, including the possibility of conducting related training exercises.
- Compile OHS internal and external reports such as: DOLISA, Occupational Hygiene reports, LTI, incident reports

#### **Other tasks**

- Undertake any other duties as required by the Senior Manager, OHSS&S
- Adhere to the requirements of the Academic Expectations and Development Framework of RMIT Vietnam.

## **Key Selection Criteria**

- Bachelor's degree in health & safety, Environment or related discipline with minimum 03-05 year experience in SS related position
- Experience in maintaining OH&S, Security management systems, including OHS & Security best practices, procedures, instructions, or guidelines.
- Having experience in auditing in OH&S management systems, examples: ISO 45000:2018 & ISO 22000.
- Strong SS awareness and behaviour to be a good example for others.



- Good communication skills; team player.
- Good influencing and challenging skills.
- Strong knowledge and experience of hands-on University operations.
- Knowledge and understanding of general and specific health and safety practices and procedures.
- Knowledge and understanding of Vietnamese occupational health and safety legal framework standards and requirements.
- Highly developed interpersonal skills, including coordination, liaison, negotiation, and multicultural communication.
- Demonstrated ability to work independently and under pressure
- Striving for achievement; Customer focus; Communication and interpersonal understanding; Environmental, health and safety awareness
- Ability to display appropriate behaviours in line with the position, RMIT Values and RMIT Leadership Model

## English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (General) with at least 6.0 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

## Organisational Accountabilities

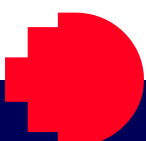
RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. 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.

## 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.

## Background checks

RMIT Vietnam is committed to providing a healthy and safe working, research and learning environment that enhances wellbeing across our community. As part of this commitment, all new employees are required to undergo background checks prior to commencing employment. Offers of employment are conditional upon the satisfactory completion of these checks. The specific requirements may vary depending on the nature of the role, as outlined in our Background Check Matrix.



**Endorsed**

Signature:

Name:

Title:

**Date:**

**Approved**

Signature:

Name:

Title:

**Date:**

