

<b>Position Title</b>	Health and Wellbeing Activities Coordinator
<b>Department / Division</b>	Workplace Health, Safety & Wellbeing / People & Culture
<b>Classification</b>	Grade 4 Year 1 - Grade 4 Year 5 (AO41 – AO45)
<b>Employment</b>	0.6 FTE
<b>Position reports to</b>	Health and Wellbeing Manager
<b>Direct reports</b>	N/A
<b>Position works closely with</b>	Health and Wellbeing Advisor
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

### The Royal Children's Hospital

The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.

RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.

Further information on RCH is available at [www.rch.org.au](http://www.rch.org.au)

### Role purpose

The Health and Wellbeing Activities Coordinator will play a vital role in fostering a culture of health and wellbeing across the organisation by promoting and implementing engaging activities and initiatives that contribute to a positive environment for all RCH staff and volunteers. As a part of the Workplace Health, Safety and Wellbeing team, this position is responsible for encouraging a proactive approach to Health and Wellbeing in line with the overall Health and Wellbeing Strategy.

Through quality staff-focused services and organisation-wide health and wellbeing projects, the Health and Wellbeing Activities Coordinator will actively support and enhance the overall health and wellbeing of the RCH staff by coordinating a diverse range of activities that foster engagement, promote and educate about healthy and sustainable habits. By aligning

initiatives with the Health and Wellbeing Strategy, this role ensures that all activities contribute to the broader organisational goals and objectives, creating a healthier, more supportive and a positive work environment for all.

### Key responsibilities

#### Support

- Collaborate with the Health and Wellbeing Advisor to ensure the effective implementation of health and wellbeing initiatives in line with the evolving Health and Wellbeing Strategy
- Provide relevant health and wellbeing information to all staff, amplifying Corporate Partner offerings where relevant
- Demonstrate flexibility in responding to changing priorities and work demands, working collaboratively within the team to achieve shared goals and objectives
- Involvement in Mental Health First Aid (MHFA) training program

#### Operational Responsibilities

- Coordinate an integrated health and wellbeing program that aligns with the evolving direction of the Health and Wellbeing Strategy
- Coordinate logistics for health and wellbeing events, including booking and setup to ensure smooth and successful event execution
- Liaise with external providers, as needed, to deliver high-quality wellbeing activities and experiences for staff
- Develop and maintain a monthly wellbeing calendar of events including Corporate Partner offerings for staff engagement
- Implement effective communication strategies to promote health and wellbeing events, ensuring maximum staff engagement and participation
- Analyse participation data and trends to inform future planning and decision-making for wellbeing initiatives
- Participate in projects and other duties as assigned and requested by the Health and Wellbeing Manager, and from time to time, the Director Workplace Health, Safety & Wellbeing
- Participate in WHS and broader People and Culture innovation and collaborative activities
- In collaboration with the Health and Wellbeing Advisor, regularly review and update wellbeing resources to reflect current best practices and industry developments, ensuring staff have access to the most accurate and helpful information
- Raise purchase orders and manage the procurement process for wellbeing activities, events and resources, ensuring timely delivery and adherence to budget
- Provide regular updates to the Health and Wellbeing Manager on activities, event outcomes and stakeholder engagement and in future planning

#### Stakeholder Relationships

- Build and maintain effective relationships with internal stakeholders to ensure quality outcomes in health and wellbeing initiatives
- In collaboration with the Health and Wellbeing Advisor, liaise with external providers and/or vendors to organise wellbeing activities and ensure seamless event delivery

#### Culture

- Model and embed RCH values through a commitment to the physical and psychological wellbeing of all staff
- Advocate for the promotion of health wellbeing across RCH by encouraging and modeling positive behaviour and promoting a culture of continuous improvement

### QUALIFICATIONS AND EXPERIENCE

#### Essential:

- A diploma, graduate certificate or certificate IV in Event Management, Administration or a related discipline, and/or a minimum of 4 years of relevant experience in coordinating and delivering events related to wellbeing initiatives.
- Experience in coordinating and delivering health and wellbeing events or initiatives in a professional workplace setting
- Strong organisational skills with the ability to manage priorities effectively and maintain clear, accurate data and records
- Excellent communication and interpersonal skills to engage with stakeholders and promote wellbeing activities

#### Desirable:

- An understanding of the healthcare sector and its unique challenges
- Mental Health First Aid Qualifications, or willingness to obtain certification within a specified timeframe

#### KEY SELECTION CRITERIA

- Demonstrated ability to collaborate effectively with colleagues to achieve shared objectives
- Proven success in organising and delivering engaging health and wellbeing events
- Strong stakeholder management skills, with the ability to build and maintain positive relationships
- Excellent written and verbal communication and promotional skills to maximise staff engagement in wellbeing activities
- Proficient in record-keeping and filing, with a good understanding of SharePoint and Microsoft 365 suite
- Ability to analyse and file data to adapt wellbeing initiatives based on trends and feedback
- Commitment to continuous improvement, modelling RCH values, and promoting staff wellbeing

#### OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

#### IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

#### RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

#### QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

**The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.**

Position description last updated

July 2025