

## Position Description

<b>Position title</b>	Health and Wellbeing Advisor
<b>Department / Division</b>	Workplace Health, Safety & Wellbeing / People & Culture
<b>Classification</b>	Grade 5 Year 1 - Grade 5 Year 5 (AO51 – AO55)
<b>Position reports to</b>	Health and Wellbeing Manager
<b>No. of direct &amp; indirect reports</b>	N/A
<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 CONTEXT

The Health and Wellbeing Advisor role is pivotal to The Royal Children's Hospital's (RCH) vision for 'a world where all kids thrive'. It ensures that we do better work caring for patients and families when we also care for each other.

Reporting to the Health and Wellbeing Manager, this role promotes staff wellbeing and encourages a proactive approach to Workplace Health and Safety (WHS) and Wellbeing across the organisation.

## ROLE PURPOSE

The Health and Wellbeing Advisor will be responsible for supporting RCH staff health and wellbeing by promoting best practice initiatives and amplifying the offerings of RCH's Corporate Partners. This role contributes to a positive and supportive culture by encouraging staff to utilise tools and resources that improve and maintain their optimal health and wellbeing.

The position will play a pivotal role in cultivating a healthy work environment, assisting staff in managing the distinct challenges and demands of their healthcare roles, and ensuring they have access to essential resources and support. As the Health and Wellbeing Strategy progresses, the Advisor will actively contribute to its implementation, ensuring that staff have the opportunity to access necessary resources and support. By collaborating closely with the Health and Wellbeing Activities Coordinator, the Advisor will significantly impact the success of RCH's wellbeing initiatives, ultimately enriching the positive work experience for all staff members.

## KEY ACCOUNTABILITIES

### Customer Service / Stakeholder management:

- Cultivate and maintain effective and professional relationships with internal stakeholders (e.g. Heads of Department, Human Resources, Executive Directors, Wellbeing Champions, Peer Supporters) and external stakeholders (e.g. Corporate Partners) to ensure high-quality outcomes
- Build trust in all partnerships through timely and quality delivery of outcomes
- Assist line managers in supporting staff wellbeing by providing guidance of RCH approved channels of support and processes, helping create and maintain a healthy work environment
- Communicate health and wellbeing developments, changes, or milestones to the Head of Department through internal correspondence

### Administration:

- Coordinate and facilitate regular Mental Health First Aid (MHFA) training sessions, and manage the calendar of training events
- Oversee health and wellbeing initiatives that amplify the contributions of Corporate Partners, maximising the benefits for staff and RCH
- Coordinate and oversee the Peer Support Program, ensuring effective integration into the Health and Wellbeing strategy and fostering strong relationships with peer supporters
- Actively participate in meetings as required to provide input and stay informed about the latest developments in the WHS team more broadly
- Support the development, review and revision of policies, procedures, and guidelines specific to the Health and Wellbeing portfolio helping RCH meet its obligations
- Develop a strong working knowledge of referral networks relevant to the needs of staff, and the capacity to continue to grow relationships with external community
- Support the design and implementation of RCH tailored education collateral aligned with the evolving direction of the Health and Wellbeing Strategy
- Maintain accurate and accessible records and files

#### **Quality:**

- Ensure easy accessibility to relevant health and wellbeing resources by maintaining respective portals and platforms, and create communication plans that educate and empower RCH staff to prioritise health and wellbeing
- Contribute to the development of the Health and Wellbeing Strategy under the direction of the Health and Wellbeing Manager, utilising an evidence-based approach that includes conducting literature reviews, analysing qualitative data, and leveraging various data sources to ensure informed decision-making
- Generate reports on key performance indicators, and effectively utilise Excel and other documents to track, analyse and present data
- Assist Health and Wellbeing Manager and where required, the Director of WHS and Wellbeing as requested
- Align work outcomes to relevant Psychosocial Codes of Practice under WHS legislation

#### **Leadership / Strategy:**

- Lead the advocacy and promotion of health and wellbeing activities as part of the Health and Wellbeing Strategy
- Provide high-level advice, guidance, and support to Management on Health and Wellbeing initiatives, activities and resources, ensuring senior leadership is well-informed and up-to-date
- Offer expert advice and guidance on best practices in workplace health and wellbeing and areas of psychosocial risk, drawing from experience, research, and industry trends to support the organisation in making data-driven decisions
- 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 positive behaviour, providing education, implementing good work design practices and promoting a culture of continuous improvement

#### **Teamwork:**

- Collaborate closely with the WHS multidisciplinary team, providing expertise to enhance workplace health and wellbeing initiatives that align with safety practices
- Collaborating with the Health and Wellbeing Activities Coordinator to ensure alignment with the Health and Wellbeing Strategy and direction set by the Health and Wellbeing Manager
- Participate in WHS and broader People and Culture innovation and collaborative activities

#### **Financial Management:**

- Adhere to financial policies, ensuring responsible and ethical management of resources
- Develop and maintain a working knowledge of relevant RCH financial systems for efficient processing of invoices
- Prepare reports on performance, cost benefit analysis and other requested documentation for the Health and Wellbeing Manager or the Director of Workplace Health, Safety & Wellbeing to support data-driven decision-making

### **QUALIFICATIONS AND EXPERIENCE**

#### **Essential:**

- Tertiary qualifications in any of the following: Mental Health, Psychology, Counselling or related field, with a minimum of 4 years of relevant industry experience
- Experience in managing relationships with various stakeholders
- Strong knowledge of relevant Workplace Health and Safety (WHS) legislation and Psychosocial Codes of Practice
- Qualified Mental Health First Aid Facilitator, or willingness to obtain certification within a specified timeframe

**Desirable:**

- An understanding of the healthcare sector and its unique challenges
- Experience with a Peer Support Program and its implementation in a professional setting

**KEY SELECTION CRITERIA**

- Achieves results through efficient resource utilisation and a commitment to high quality outcomes
- Strong teamwork skills, demonstrating the ability to understand self and others to nurture and strengthen team relationships
- Proven stakeholder management experience, making decisions that deliver quality service, experiences and outcomes
- Strong analytical skills to identify emerging trends and areas for improvement, and provide data-driven recommendations to optimise organisational strategies and initiatives
- Excellent organisational skills, effectively coordinating administrative workflows to achieve optimal results within prescribed timelines
- Proficient in record-keeping and filing, with a strong understanding of SharePoint and Microsoft 365 suite
- Effective oral, written, and presentation skills to communicate with various stakeholders
- Continuously develops, reviews, and maintains administrative processes and communication mechanisms to drive efficiency and effectiveness
- A comprehensive understanding of interconnected processes and techniques within related functions
- Leads by example, optimising value and inspiring others to achieve their best
- Exhibits a positive and proactive attitude towards change, embracing innovation and adaptability

**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 LGBTIQI community and people with disability.**

Position description last updated

July 2025