

Position Description

Position title	Health and Wellbeing Advisor
Department / Division	Workplace Health, Safety & Wellbeing / People & Culture
Classification	Grade 5 Year 1 - Grade 5 Year 5 (AO51 – AO55)
Position reports to	Director Workplace Health, Safety & Wellbeing
No. of direct & indirect reports	N/A
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	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

ROLE CONTEXT

The Health and Wellbeing Advisor role is pivotal to The Royal Children's Hospital's (RCH) vision 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 Director Workplace Health, Safety & Wellbeing, this role promotes staff wellbeing and encourages a pro-active approach to Workplace Health and Safety (WHS) across the organisation.

ROLE PURPOSE

The Health and Wellbeing Advisor will be responsible for the oversight of the RCH's Staff Wellbeing Program, through promoting best practice initiatives and processes to support the mental, physical, and financial health of RCH staff. This role supports the RCH's safety-first culture and encourages staff to utilise tools to improve and maintain optimal health and work-life balance.

KEY ACCOUNTABILITIES

Leadership and training

- Lead the advocacy, promotion, and facilitation of health, safety, and wellbeing activities as part of the Staff Wellbeing Strategy and Staff Mental Health Strategy.
- Facilitation of education sessions and training around key initiatives such as the RCH Restorative Review, and Mental Health First Aid.
- Key involvement in the ongoing Health & Wellbeing and WHS Consultative Committee meetings.
- Oversee training and development needs of staff
- Organise and lead regular team meetings

Support

- Support our line managers in looking after the wellbeing of staff.
- Provide support to line managers in planning and implementing wellbeing initiatives.
- Supporting initiatives to improve attendance or navigating through various wellbeing arrangements for staff and departments.

Operational and Strategic Management

- Contribute to the WHS staff mental health strategy to embed a culture of health, safety, and wellbeing across the organisation through a demonstrated commitment to the physical, mental, and financial wellbeing of the RCH workforce, whilst also assisting in the broader People & Culture Strategic Plan.
- Coordination of an integrated health and wellbeing program for all RCH employees which emerging evidence and new opportunities to support the workforce.
- Ongoing management and regular recruitment activities for the internal RCH Peer Support Program and Wellbeing Champions.
- Participation in WHS and broader People and Culture innovation and collaborative activities.
- Prepare reporting on key performance indicators, specifically provision of monthly reporting on the status of the Health and Wellbeing Strategy.
- Development and revision of policies, procedures, and guidelines specific to the Health and Wellbeing program.
- Participation in projects and other duties as assigned and requested by the Director Workplace Health, Safety & Wellbeing.
- Review, revise and draft policies and procedures which support RCH meet its obligations.

Stakeholder Relations

- Maintain effective relationships with internal and external stakeholders to ensure quality outcomes – All Heads of Department, Human Resources, Executive Directors, Wellbeing Champions, Peer Supporters, External Providers and others.

- Liaise with stakeholder groups to identify wellbeing needs, and to establish action plans to improve wellbeing outcomes.
- Write internal correspondence relating to health and wellbeing, provide updates to head of department on any salient changes, update wellbeing information on the intranet as well as external communication to parties such as DoH and WorkSafe.

Advice

- Provide high-level advice, guidance and support to management and RCH Executive on all facets of Health and Wellbeing (Physical and Mental Health) and other related matters.
- Prepare reports on performance, cost benefit analysis and other similar reports.

Culture

- Model and embed a safety culture within the broader People and Culture team through a commitment to the physical and psychological wellbeing of respective staff, advocating for the promotion of health, safety and wellbeing activities.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Tertiary qualifications in a related field along and/or relevant industry experience (minimum 4 – 6 years)
- Proven capacity for leadership in a team environment and ability to work well as a senior team member
- Demonstrated experience in the development and delivery of health and wellbeing and cultural change programs

Desirable:

- Relevant tertiary qualifications or equivalent in a health discipline with relevant experience in health promotion/preventative health care
- Qualified Mental Health First Aid Facilitator
- An understanding of the healthcare sector

KEY SELECTION CRITERIA

- Demonstrated ability to effectively organise and plan in line with frameworks and methodologies that monitor achievement of objectives and key performance indicators
 - Proven capacity for leadership in a team environment and ability to work well as a senior team member
 - Effective stakeholder management experience and a proven ability to build and maintain strong relationships, forming links with all areas of the organisation
 - Coordinate administration workflow to ensure optimal outcomes within prescribed timelines
 - Lead the ongoing development, review and maintenance of administrative processes and improved communication mechanisms
 - Excellent oral and written communication and presentation skills
 - Strong understanding of how processes and techniques interact with other related functions.
- Excellent organisational and planning skills with ability to prioritise workload and competing demands

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

February 2024