

## Position Description

<b>Position title</b>	Mental Health Legislative Compliance Officer
<b>Department / Division</b>	Mental Health / Medicine
<b>Classification</b>	Admin Gr 6 Year 1 – Year 5
<b>Position reports to</b>	Hospital Specialties Coordinator
<b>No. of direct &amp; indirect reports</b>	N/A
<b>Location</b>	RCH 50 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

<b>The Royal Children's Hospital</b>
<p>The Royal Children's Hospital's (RCH) vision is a world where all kids thrive.</p> <p>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.</p> <p>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 <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p>
<b>ROLE CONTEXT</b>
<p>Mental health services in Victoria are provided under the authority of the Mental Health and Wellbeing Act 2022 (MHWA 2022), for which the RCH is a designated service provider. One of the features of the MHWA 2002 is a focus on reducing restrictive practices like physical, mechanical and chemical restraint, and designated services are required to monitor and report on such practices in a strictly prescribed manner.</p>

ROLE PURPOSE
<p>The Mental Health Legislative Compliance Officer will work with the RCH Authorised Psychiatrist and staff within RCH Mental Health and across the RCH to monitor compliance with the MHWA 2022 across all wards, departments and clinics. The compliance officer will assist with reporting to the Office of the Chief Psychiatrist and liaising with the Mental Health Tribunal, as well as engaging and communicating with consumers, families, staff, and stakeholders around policies and procedures to ensure legislative compliance.</p>
KEY ACCOUNTABILITIES
<p>The MH Legislative Compliance Officer will be responsible for ensuring that RCH maintains compliance with mental health legislation through the following:</p> <p><b>Customer Service/Stakeholder Management</b></p> <ul style="list-style-type: none"> <li>• Development and maintenance of internal and external communications</li> <li>• Work in collaboration with multidisciplinary team</li> <li>• Provide advice, guidance and support and ensure compliance with policy and procedures</li> <li>• Foster collegiate relationships with external stakeholders</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Support teams to meet statutory timeframes under the Act including but not limited to the reporting and monitoring of restrictive interventions</li> <li>• Coordinate administration workflow to ensure optimal outcomes within a timely manner</li> <li>• Identify opportunities for innovation and develop appropriate business cases</li> <li>• Develop and implement policies and procedures as required</li> <li>• Other duties as directed consistent with the employee's skill level and classification</li> </ul> <p><b>Quality</b></p> <ul style="list-style-type: none"> <li>• Create an environment of continuous improvement</li> <li>• Lead team member participation to ensure ongoing excellence in service delivery and teamwork</li> <li>• Lead the ongoing development, review and maintenance of administrative processes and improved communication mechanisms and service delivery, consistent with the principles of continuous improvement and to ensure compliance with the MHWA 2022</li> <li>• working directly with the clinical, administrative and Carer Lived Experience Workforce (CLEW) to ensure oversight of the application of the Act</li> <li>• initiating processes to reduce the use of restrictive interventions in the wider RCH outside of the Banksia Ward</li> </ul> <p><b>Leadership/Strategy</b></p> <ul style="list-style-type: none"> <li>• Ensure timely and relevant reporting to internal stakeholders and external regulatory bodies</li> <li>• Ensure MHWA 2022 principles are integrated into daily practice</li> <li>• Ensure clinicians are aware of the requirements of the Act and the principles of recovery orientated practice</li> <li>• Contribute to strategic planning of the Department</li> <li>• Provide technical leadership in area of expertise</li> <li>• Responsible for reporting on key performance indicators</li> </ul>
QUALIFICATIONS AND EXPERIENCE
<p>Extensive experience in the field spanning many years. Specialists with 7-8 years' experience</p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Proven leadership experience in a team environment and ability to work well as a senior team member</li> <li>• Experience &amp; understanding of working within Health and with the administrative and Mental Health Tribunal aspects of the MHWA 2022</li> </ul>

**Desirable:**

- Tertiary qualifications in nursing or Allied Health and relevant industry experience
- An understanding of the health and/or mental health sectors

**KEY SELECTION CRITERIA**

- Ability to build and maintain key working relationships across the organisation and ensuring a high level of service to customers
- Demonstrated experience working with initiative, autonomy and lead others in the pursuit of team goals
- Excellent organisational and planning skills
- Excellent verbal communication, interpersonal skills and attention to detail with the ability to interact with a variety of stakeholders
- Ability to handle confidential and sensitive information with discretion
- Demonstrated ability to respond flexibly to client needs with the ability to develop practical solutions to problems and provide advice in area of expertise
- Ability to prioritise workload and competing demands
- Strong understanding of how processes and techniques interact with other related functions

**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:

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

**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.**

<b>Position description last updated</b>	<b>April 2026</b>
--	-------------------