

Position Description

Workforce Wellbeing Project Officer

Classification:	Grade 4 Administrative Officer (e.g.: HS4)
Business unit/department:	Health Safety and Wellbeing
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2025-2027
Employment type:	Fixed-Term Part-Time
Hours per week:	24 (0.6 EFT)
Reports to:	Jess Simionato, Workforce Wellbeing Lead
Direct reports:	Nil
Financial management:	Nil
Date:	June 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

Creating safe and enjoyable work is the primary goal of the wellbeing team at Austin Health. This new role supports the Wellbeing Lead to deliver on projects at scale across the organisation. The role will also be a key agent in creating more joy in work and supporting the development of strategies to reduce our psychosocial hazards.

The role's purpose is to further develop stakeholder relationships; partner with the broader Wellbeing team to design, deliver and evaluate projects and, discover the ways in which we use improvement science alongside legislative requirements to deliver on our strategic aims.

This role is ready for someone who values making a difference at the human level and has the skills and attributes to deliver projects and drive innovation alongside a high performing team

About the Directorate/Division/Department

The Health, Safety & Wellbeing Department sits within the People and Culture Directorate at Austin Health. Based at Repatriation Hospital and is responsible for providing advisory services, strategic direction and planning for the workforce health, safety and wellbeing across all campuses, covering approximately 11,000 employees.

Key areas of responsibility include occupational health and safety management; injury management and return to work; safety and wellbeing education and training; emergency preparedness and business continuity and the wellbeing program.

Position responsibilities

- **Support leadership and delivery of defined project/s** across the organisation using the Joy in Work framework and associated measurement strategy
- **Support the Workforce Wellbeing Lead to deliver on and independently lead allocated portfolios** from the Workforce Wellbeing Action Plan
- **Facilitate the delivery** of wellbeing interventions including group workshops and wellbeing events
- **Establish and lead relationships** with internal and external stakeholders, including opportunities to represent Austin Health in OH&S forums and across the public health sector.
- **Support the analysis of wellbeing metrics**, development of reports, presentations and business cases.
- **Support the development, review and continuous improvement of health and safety policy and procedures** relating to wellbeing to ensure that Austin Health meets statutory and legislative requirements.

Selection criteria

Essential skills and experience:

- A commitment to Austin Health values: Our Actions Show We Care, We Bring Our Best, Together We Achieve, We Shape The Future
- Qualifications and/or workplace experience (minimum 5 years) in Occupational Health and Safety role, or health related field such as public health, allied health, nursing, medical
- Demonstrated relationship management skills with internal and external stakeholders, including corporate partners, government agencies and our internal colleagues.
- Demonstrated project management experience including but not limited to the design, planning and delivery or the project life cycle
- Experience in developing and completing evaluation activities through use of measurement strategies
- Well developed communication skills- both written and verbal. The role includes presentation tasks and frequent conversations with our stakeholders via email and in person
- A self-motivator who has a track record in innovation, creative problem solving and willingness to participate in development and learn new skills

Desirable but not essential:



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- Clinical background (nursing, medical, allied health or aligned profession)
- Understanding of the Victorian public hospital system or similar clinical environments.
- Understanding of quality improvement methodologies
- Working knowledge of Victorian health and safety legislation and associated Codes relating to workforce wellbeing

Professional qualifications and registration requirements

Qualifications and/or workplace experience (minimum 5 years) in Occupational Health and Safety role, or health related field such as public health, allied health, nursing, medical

There are no other specific qualifications or registrations required for this role

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.



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General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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