



## Position Description – Senior Advisor, Quality Workforce Capability

### Position Details

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Position Title:	Senior Advisor, Quality Workforce Capability
Position Number:	New
College/Portfolio:	Education
School/Group:	Centre for Academic Quality and Enhancement
Campus Location:	Based at the City campus, but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 8
Employment Type:	Continuing <i>Note: See <a href="#">Reasons for fixed term appointments guideline</a> for explanation of fixed term categories</i>
Time Fraction:	1.0 FTE

### RMIT University

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RMIT is a global university of technology, design and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students.

One of Australia's original educational institutions founded in 1887, RMIT University now has 83,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and vocational education, applied and innovative research, and engagement with the needs of industry and the community.

With three campuses in Melbourne (City, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia and Sri Lanka, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 130-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates.

We are a 5-Star university under the QS Stars international evaluation system, and are 16th in the world among universities less than 50 years old (2016–17 QS Top 50 Under 50 index).

In the 2016 QS World University Rankings by Subject, RMIT is 16th in the world (highest ranked in Australia) in Art and Design, and 36th in the world (fourth highest in Australia) in Architecture and the Built Environment. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).

Our research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

[www.rmit.edu.au](http://www.rmit.edu.au)

## Education Portfolio

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The Education Portfolio is headed by the Deputy Vice-Chancellor Education and Vice President who leads the planning and implementation of the University's strategies related to RMIT's academic programs and the RMIT student experience. The Portfolio is responsible for services to support the quality of RMIT programs, including the professional development of academic staff, continuous improvement of the student experience, learning and teaching outcomes and the management of learning and research information sources.

The Education Portfolio plays a key role in empowering students to access education, participate actively in the life of the University and achieve successful and fulfilling lives beyond graduation. The provision of a stimulating and satisfying experience for students is a priority for the University.

### Centre for Academic Quality and Enhancement (CAQE)

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The newly formed Centre for Academic Quality and Enhancement (CAQE) sits within the Education Portfolio under the direction of the Associate Deputy Vice Chancellor Education, Quality & Enhancement.

The Centre supports the attainment of academic standards across RMIT University and provides an enterprise wide interpretive and evaluative function to ensure consistent process, practice and design in academic quality supporting continuous improvement and transparency in reporting of enterprise wide outcomes to key bodies and boards to support compliance and enhancement.

The Centre and its operations support consistency in design and direction across RMIT University to support academic quality and continuous improvement of all accredited programs and products, enhancing our student and staff experience.

The Centre partners and collaborates with RMIT Colleges/Schools and other portfolios to support staff across the University to embed a culture of academic quality and enhancement.

### Position Summary

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The Senior Advisor, Quality Workforce Capability is responsible for the design and delivery of professional development experiences and programs for academic, teaching and professional staff in regards to academic quality compliance. The position ensures there is sufficient awareness and understanding of our regulatory environment, requirements and consequences in staff to enable academic quality uplift and enhancement across all accredited programs and products.

### Reporting Line

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Reports to: Senior Manager, Quality Enablement and Operations

Direct reports: Nil

### Organisational Accountabilities

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RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

### Key Accountabilities

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- Support CAQE in designing a comprehensive capability roadmap for academic, teaching and professional staff with a focus on academic quality and enhancement
- Provide professional development support to Schools and Program Leaders related to RMIT's Quality Framework (Comprehensive and Annual Reviews).
- Provide professional development experiences for staff in maintaining and managing quality across a range of academic, teaching and professional roles.
- Design and facilitate academic quality capability development and training for academic and teaching staff to ensure awareness and understanding of our regulatory environment, requirements and consequences.

- Provide tailored support to academic and teaching staff to understand the Academic Quality review process and interpret course and program data.
- Develop and coordinate systems and support teams to deliver a growing range of workshops, presentations and engagement activities for academic and teaching staff.
- Build and maintain effective relationships across all areas of the University.
- Provide high level strategic support and specialist advice to the Senior Manager, Quality Enablement and Operations and other senior staff.
- Represent the Centre on relevant university quality management committees and working parties and proactively liaise with professional, academic and teaching staff to implement University wide quality standards.

**Key Selection Criteria**

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1. Demonstrated excellent communication and interpersonal skills to effectively communicate with a broad range of stakeholders.
2. Highly developed knowledge and skills to deliver expert learning and teaching quality advice, support and development opportunities to professional, academic and teaching staff to achieve improvements to process and outcomes.
3. Highly developed organisational and planning skills, with a high level of attention to detail and the ability to prioritise tasks.
4. Experience of providing executive support to senior decision-makers in high-level institutional systems across diverse organisational sectors.
5. Ability to work proactively and autonomously and contribute to a collaborative, high-performing team environment.
6. Highly motivated and proactive with a proven track record in delivering responsive service and advice.
7. Demonstrated ability to operate proactively and to think creatively and critically.
8. Experience working with academic and teaching staff to produce University-wide outcomes.

**Qualifications**

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A tertiary qualification and/or equivalent professional experience.

Endorsed:	Signature: Name: Shona Leitch Title: Date:	Approved:	Signature: Name: Belinda Tynan Title: Date:
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