

## Job Description – Manager, Learning & Teaching

### Position Details

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<b>Position Title:</b>	Manager, Learning & Teaching
<b>Division/ Centre:</b>	Office of Vice President Academic
<b>Department:</b>	Learning & Teaching
<b>Campus Location:</b>	Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
<b>Job Grade/ Classification:</b>	PS8
<b>Time Fraction:</b>	Full time

### RMIT University

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RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, 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, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-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 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

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

### RMIT Vietnam

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RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

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## Position Summary

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The Manager, Learning and Teaching is responsible for managing and contributing to the development, implementation and evaluation of strategies, programs, projects and services to assure and improve institutional capacity and individual capability in relation to the design, development, implementation and evaluation of technology enabled learning, teaching, and curricula. S/He expected to remain conversant with, utilise, and contribute to the scholarships of learning, teaching and curriculum.

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## Reporting Line

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Reports to: Director, Academic & Student Services

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## Key Accountabilities

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- Interpreting and making recommendations for achievement of institutional learning and teaching priorities on the basis of data collected on the student experience and performance.
- The planning, implementation, and/or evaluation of University-wide strategic projects aimed at improving students' experience of learning, the quality of teaching, curricula, and/or the organizational infrastructure/environment for learning and teaching.
- The development, implementation and/or review of programs, activities and services aimed at recognizing/rewarding outstanding contributions to the enhancement of teaching and students' experience of learning.
- The development, implementation and/or review of programs, activities and services aimed at supporting academic career development (e.g. Online Teaching Learning & Assessment at RMIT module; preparing for teaching element of academic promotion).
- Representing RMIT Vietnam in the context of RMIT Global and in the regional Higher Education context.
- Leading, facilitating or contributing to Committees and/or Working Groups with responsibilities focused on the enhancement of learning and teaching.
- Planning, developing, facilitating, administrating and reviewing the L&T award bearing and non-award bearing professional development programs (including but not limited to Graduate Certificate of Digital Tertiary Learning & Teaching, Communities of Practice, Professional Development – Week 7 sessions)
- The development, maintenance and administration of just-in-time web-based resources to support the enhancement of teaching and student learning.
- Developing and maintaining positive service/support-oriented working relationships with key stakeholders and academics within Faculties/Schools/Programs.
- Contributing to the scholarship of learning and teaching by: Engaging in and contributing to research focused on issues directly related to the enhancement of students' experience of learning, the development and maintenance of quality of curricula, or the teaching capabilities of staff; Developing and supporting the development and submission of, research grant applications and scholarly publications; editing and/or reviewing articles for peer reviewed journals and contributing to editorial boards.

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## Key Selection Criteria

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1. Mandatory: Post graduate qualification in a relevant discipline. Preferred: PhD
2. Extensive experience in learning and teaching practices in higher education including curriculum design, delivery, and assessment including knowledge of Learning Management Systems and Learning Design
3. Experience in leading learning and teaching projects to achieve and disseminate deliverable outcomes
4. Experience at a leadership/management level with proven experience at leading small teams/project teams

5. Experience in a role providing advisory and learning support to teaching staff: including introducing the purposeful integration of educational technologies and demonstrated ability to influence and change attitudes and behaviour
6. A proven track record of delivering quality service, being highly self motivated and proactive
7. Excellent verbal and written communication and presentation skills, a high standard of interpersonal and communication skills, and a demonstrated capacity to effectively communicate with a broad range of people
8. Ability to display appropriate behaviours in line with the position, as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility).

### **English Proficiency**

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English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS Academic with a score of at least 7 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

### **Organisational Accountabilities**

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RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

### **Work Permit**

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All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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