



Position Description – Senior Planning Officer

Position Details

Position Title:	Senior Planning Officer
Position Number:	50043258
College/Portfolio:	College of Design and Social Context
School/Group:	College office
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
Time Fraction:	1.0

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally-focused graduates.

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.

We are also committed to redefining our relationship in working with and supporting Aboriginal self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous

and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation

We're proud to share with you:

- The launch of our second [Reconciliation Plan for Dhumbah Goorowa– a “commitment to share” - an important step in our reconciliation journey.](#)
- RMIT University is an **Athena SWAN** member with Bronze Award accreditation and the College of Science, Engineering and Health is central to driving improvements in gender equality, diversity and inclusion, particularly in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines.
- RMIT was placed **10th in the 2019 Randstad Employer Brand Research Awards**, up five spots from 2018.
- We were named as an **Employer of Choice for Gender Equality** by the Workplace Gender Equality Agency three years in a row!
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018, 2019 and 2020.
- We were recognised as a **top five employer in 2018 for workplace accessibility** by the Australian Network on Disability and awarded with **Disability Confident Recruiter Accreditation** in 2020.
- In 2020, RMIT University has become the first Australian institution to receive the **HR Excellence in Research Award**, recognized by the European Commission.

RMIT Standings in university rankings

We are ranked **#1 in the world** for our efforts to reduce inequality in the Times Higher Education (THE) Impact Rankings 2020.

RMIT has a deep commitment to innovation, research and teaching, we are a 5-Star university under the QS Stars international evaluation system and are **223rd globally in QS World University Rankings 2021** (moved up 15 places compared to 238th last year), being also 18th in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2020 QS World University Rankings by Subject, RMIT was positioned 11th in the world (highest ranked in Australia) in Art and Design, 22nd in the world (fourth highest in Australia) in Architecture and the Built Environment, and 37th in Media and Communications. 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).
- In the 2020 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and Media Studies. The 2018 Shanghai Ranking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.
- In the specialised rankings, RMIT is ranked 77th in the QS Graduate Employability Rankings 2020 and 82nd in the inaugural Times Higher Education University Impact Rankings 2019.
- RMIT has moved up 51 places in the 2021 Times Higher Education World University Rankings, strengthening its reputation as a leading global university. The University has leapt more than 150 places since 2015 and is now ranked in the **top 301-350 band**.
- RMIT continued its strong performance in the 2020 CWTS Leiden Ranking, which ranks the world's top research-intensive universities, moving up 21 places to be ranked **293rd globally** on

proportion of international publications, and **ranking 225th** on proportion of top 5% publications, up 120 places from 2019.

For more information, visit www.rmit.edu.au/about

The College of Design and Social Context (DSC)

The College of Design and Social Context encompasses RMIT University's renowned art, architecture, design, built environment, communication, and social science disciplines. The college has 24,500 students and over 1,000 staff located in 8 schools.

The College's academic programs are generally market leaders and in high demand. Based on a strong foundation of practise led, industry partnered teaching and research, we aim to deliver skilled graduates with a deep sense of purpose, and high impact research and innovation.

For more information see www.rmit.edu.au/dsc

Position Summary

The Senior Planning Officer is responsible for providing high quality planning advice, data and analysis to support the College's strategic and business planning, particularly in relation to student load, program viability and program quality. The incumbent works as a member of the College planning team to co-ordinate the preparation of the College's annual profile submission and monitors and implements initiatives to improve profile management and selection planning.

The position supports the delivery of the planning function within the College through effective communication of data, analytics and advice relating to all aspects of profile planning and performance, to a range of stakeholders.

Individual planning team members will be responsible for leading key streams of work to support the College planning function including activities related to risk management, discipline health, academic workload allocation, student selection, management reporting and vocational education.

Reporting Line

Reports to: Senior Manager, Planning and Operations

Direct reports: N/A

Organisational Accountabilities

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

- Coordinate the College's annual target setting process, profile development, monitoring and review processes.
- Provide high quality planning advice, data and analytics to support College and school strategic and operational planning, including the development of a suite of tools aligned to stakeholder requirements.
- Contribute to College annual operating plan projects including the provision of timely data packs and data analysis, as required.
- Develop and implement initiatives to improve profile management and selection planning.
- Develop effective relationships and manage communication with key stakeholders both within the College and with University service areas.

- Represent the College at University working groups, as required.
- Individual planning team members will be responsible for leading work streams to support the College planning function. Key individual accountabilities may include:
 - Provide data, analytics and tools to support student selection and recruitment activities in collaboration with the College Admissions and Selection teams.
 - Review discipline health and program performance and analyse trends in market and competitor analysis, financial viability, quality and demand data to support the development of discipline strategies and assessment of program proposals.
 - Provide support for implementation and reporting of school academic workload allocation models.
 - Coordinate the College’s risk register, ensuring appropriate alignment with the RMIT Enterprise Risk Management framework. Provide quarterly reports and identify areas which require remedial action, as required.
 - Provide specialist advice and coordinate Vocational Education planning, program costing and fee setting.
 - Support the College to analyse and distribute program quality data, in collaboration with College Learning and Teaching teams.
 - Coordinate responses to school and stakeholder data requests and provide regular management reporting, as required.
 - Other duties relating to the College planning function, as required.

Key Selection Criteria

1. High level of expertise in the analysis, management and communication of data and information.
2. Demonstrated experience in student load planning and management in the education sector.
3. Ability to build and maintain effective and productive relationships internally and externally and deliver agreed outcomes.
4. Demonstrated project management expertise and ability to respond to tight deadlines.
5. Highly developed communication and team skills and the ability to adapt these for diverse groups including all stakeholders.
6. Demonstrated ability to work independently and to achieve objectives operating within a complex organisational environment.
7. High level of computer literacy, including data analytics, data visualisation and presentation software.

Qualifications

Relevant degree or qualifications and/or extensive experience.

Insert if Required

Note: Appointment to this position is subject to passing a <Insert mandatory check i.e. Working with Children> check.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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