



Position Description – Program Coordinator - (*Accounting & Finance*)

Position Details

- Position Title:** Program Coordinator – Accounting & Finance.
- Position Number:** xxx.
- College/Portfolio:** Vocational Education.
- School/Group:** Programs & Delivery.
- Campus Location:** Based at either the Melbourne, Brunswick or Bundoora campus, but may be required to work and/or be based at other campuses of the University.
- Classification:** SE1.
- Employment Type:** Continuing.
- Time Fraction:** 1.0 FTE.

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 in 2019.
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018 and now in 2019.
- We were recognised as a **top five employer in 2018 for workplace accessibility** with the Australian Network on Disability.

RMIT Standings in university rankings

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 **238th globally in QS World University Rankings 2020** (moved up 12 places compared to 250th last year), being also 32nd in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2019 QS World University Rankings by Subject, RMIT was positioned 12th 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 2018 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 also ranks in the world's **top 400** in the 2019 Academic Ranking of World Universities and in the world's **top 400** in 2020 Times Higher Education World University Rankings.

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

The College of Vocational Education

The purpose of RMIT's College of Vocational Education is to empower learners and our industry, community and government partners to succeed in the new world of work. Our five-year strategic roadmap, [ALIVE@RMIT](#), purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence.

Led by our Pro Vice Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

The College of VE is delivering impact through transformation that creates long-term change.

Programs & Delivery

With robust ties to industry through effective engagement and deep collaboration, the College of VE provides rich discipline knowledge and a learning and teaching delivery model that aligns to future student and industry needs. Our discipline clusters strengthen the multi-sector advantage, while fostering deeper collaboration between disciplines.

Position Summary

The Program Coordinator will provide coordination of teaching resources and provide student support in the relevant VE cluster. The incumbent will coordinate processes and activities in the design, development, delivery and evaluation of teaching materials and will provide support to the Program Manager in ensuring programs' meet regulatory compliance and quality requirements. The incumbent will manage students at risk and assist with timetables and staff inductions as required.

The Coordinator will provide wellbeing support to students, manage learning plans and will interact effectively with staff from other VE clusters and service areas as well as external organisations as required by the Program Manager. The incumbent ensures vocational competence to the course is delivered and assessed and maintained.

Reporting Line

Reports to: Program Manager - (*relevant Program area*).

Direct reports: Will support Program Manager in managing workflow of teachers.

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

- Prepare and deliver teaching programs, including training packages professionally and effectively, and managing relevant Teaching load requirements as per EBA as well as providing coaching, support and direction to teaching staff in developing and maintaining programs and educational services offered within your cluster.
- Assess the learning of students in a range of contemporary VET settings and maintaining accurate records of student class attendance, student progress and student assessment in line with RMIT and the College policy and to adequately demonstrate alignment with Australian Quality Training Framework (ASQA).
- Maintain ownership of assessment and certification of students as required within your VE cluster.
- Coordinate processes and activities in the design, development, delivery and evaluation of teaching materials.
- Support initiatives that ensure quality and compliance across the programs.
- Ensure Teachers are supported to maintain current vocational competence relevant to their discipline as a minimum to the level being delivered and assessed, and compliance is recorded through the required processes.
- Support the development of a diverse workforce and drive an inclusive culture to deliver strategic initiatives.

- Participate in regular program reviews and making improvements in program content, student assessment methods and program delivery.
- Promote the relevant VE cluster to industry and establish and maintain active industry contacts as necessary.
- Proactively support the team and collaborate across the College to ensure efficient and effective delivery of services to both internal and external customers.
- Assist with student recruitment, selection, counselling, recognition of prior learning and with student induction.
- Provide wellbeing support to students, manage learning plans, manage students at risk and assist with timetables and staff inductions as required.
- Perform other duties as requested by the Manager.

Key Selection Criteria

1. Demonstrated educational leadership skills that effectively promote teaching and learning.
2. An understanding of the students at risk process, special consideration process and equivalent learning and assessment strategies.
3. Effective interpersonal and communication skills, presentation, facilitation and counselling skills.
4. Demonstrated evidence in the use of effective, innovative and flexible teaching methods and teaching experience in the related cluster.
5. Relevant skills and expertise in competency-based assessment.
6. Relevant experience in the industry, and substantial and current discipline knowledge as it relates to this position.
7. Sound knowledge and understanding of the vocational education and training sector and the training requirements of relevant industries related to Quality Assurance processes for TESQA and ASQA in compliance of programs.

Qualifications

Must meet minimum qualifications as per the current Enterprise Agreement and current regulatory requirements for the VET sector, which include vocational competency, vocational currency and industry currency.

Mandatory current Certificate IV in Training and Assessment.

Note: Appointment to this position is subject to passing a Working with Children check.

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