



Position Description – Quality Lead

Position Details

Position Title:	Quality Lead.
College/Portfolio:	Vocational Education.
School/Group:	Learning & Teaching Innovation.
Campus Location:	Based at the CBD campus, but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 8.
Employment Type:	Ongoing.
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 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.

Learning and Teaching Innovation

Guided by our student-centered approach, the College of VE empowers high-performing educators to deliver exceptional learning experiences by:

- Accelerating online delivery and embedding learnings from COVID-19 and
- Enabling a new and unique approach to practice-based learning

With a central focus on learning and teaching innovation, driven by a culture of continuous improvement and underpinned by strong governance, the College of VE strives for excellence in quality, compliance and policy oversight.

Position Summary

The Quality Lead will work closely with vocational education program teams including teachers and program leaders to support the development of high-quality resources designed to meet the requirements of training packages. The role will be required to work collaboratively with equivalent roles across the University to ensure there is a consistent collaborative approach to the development of vocational learning & assessment tools. The role will be focused on capability uplift of educators and will work across the Learning & Teaching Innovation team and Learning & Teaching Delivery teams.

Reporting Line

Reports to: Manager Academic Quality Compliance.

Direct reports: Senior Services Officers.

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

- Lead and coach staff in the development of exemplary vocational training & assessment tools using the Training & Assessment Strategy (TAS) for each course (which includes assessment tasks, training and assessment strategies and mapping documents).
- Provide hands-on support and build staff capability and shared understanding in the implementation of engaging and high-quality resources, through a variety of methodologies including professional development.
- Contribute significant expertise to the dialogue and implementation of authentic, engaging and compliant VE tools across the VE College.
- Ensure all developed resources meet University and other regulatory requirements.
- Manage and maintain VE learning, teaching and assessment products, including ensuring that current versions are in use and facilitating changes and modification of products.
- Ensure secure and adequate storage of VE learning, teaching and assessment products.
- Work collaboratively with stakeholders to ensure there is a cohesive and consistent approach to the development of vocational education tools.
- Where required provide teachers with hands-on support to develop a range of tools that adhere to the regulatory requirements.
- Liaise and collaborate with internal and external services to support university outcomes.
- Work with educational leaders and their teams to ensure program and course guides are published in line with university policy and college guidelines.
- Take a continuous improvement perspective, and seek to review programs and courses regularly and on a cyclical basis to ensure current practices are integrated.

- Collaborate closely with L&T innovation team to codesign learning solutions
- Proactively support the team and collaborate across the College to ensure efficient and effective delivery of services to both internal and external customers.
- Perform other duties as requested by the Manager.

Key Selection Criteria

1. Expert knowledge of assessment requirements of Training Package qualifications and accredited courses i.e. vocational education competency-based training, ASQA, AQF and CRICOS requirements.
2. Demonstrated experience in the development of training & assessment tools applicable to a range of business programs or disciplines in a vocational educational setting.
3. Highly developed skills in vocational assessment design and mapping assessment tools to the training package units of competency i.e. elements, performance criteria, skills, knowledge and assessment conditions and/or range statement and principles of assessment (Reliability, Fairness, Flexibility and Validity) and rules of evidence (Validity, Currency, Sufficiency and Authenticity).
4. Demonstrated experience in project management in education environments, exposure to Agile methodology (preferred but not mandatory), proven ability to meet deadlines and project milestones. Demonstrating excellent communication skills and teamwork to influence improvements in assessment compliance and learning and teaching outcomes.
5. Excellent interpersonal skills, demonstrating the ability to work collaboratively with staff across all levels from a coaching and development perspective.

Qualifications

Mandatory: An Australian Qualifications Framework (AQF) Level 5 Diploma or above in teaching and learning which includes supervised teaching practice and studies in teaching methodology or equivalent qualification accepted by the University.

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

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