



Position Description – Head of Strategy and Operations Office of the Vice-President Engagement

Position Details

Position Title: Head of Strategy and Operations, Office of the Vice-President Engagement (OVPE)

College/Portfolio: Engagement Portfolio **School/Group:** OVPE

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 10C **Time Fraction:** 1.0 FTE

Employment Type: Continuing

Reporting Line: Vice-President Engagement

No. of Direct reports: 2 - 5

RMIT University

RMIT is a global University of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.Universityversitiesaustralia.edu.au/Universityversity/rmit-Universityversity/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion

Imagination

Integrity

Courage

Passion

Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

The Engagement Portfolio actively partners with RMIT's diverse communities to co-create value. We protect and enhance RMIT's global reputation, reach and revenue, working collaboratively across Colleges and other Portfolios to deliver the University's mission and strategic priorities.

We bring together key functions including current student and staff communications, global marketing, digital experience, global student recruitment, market insights, philanthropy, alumni and industry engagement.

Position Summary

The Head of Strategy and Operations, Office of the Vice-President Engagement is a senior leadership role responsible for the strategic and operational leadership of the Office of the Vice-President Engagement and for enabling the effective performance of the Engagement Portfolio. The role serves as a critical extension of the Vice-President's leadership, exercising sound judgement, discretion and initiative in representing and shaping strategic priorities and advancing Portfolio wide outcomes.

Reporting directly to the Vice-President Engagement, the role acts as a strategic partner, trusted advisor, and thought leader, providing high-level advice, insight and executive leadership across a complex and highly visible Portfolio. The role anticipates emerging issues and opportunities, managing risks and helps ensure the Vice-President is positioned to focus on key strategic priorities and stakeholder relationships. The Head of Strategy and Operations independently leads major strategic initiatives, complex projects and cross-functional programs on behalf of the Vice-President, exercising significant judgement, influence and

autonomy to drive delivery and achieve organisational objectives. Operating in a fast-paced and evolving environment, the role requires exceptional organisational, communication and relationship management skills, together with the ability to manage competing priorities, adapt quickly to changing circumstances and deliver high-quality outcomes.

The position also leads the OVPE where they will be responsible for a small team, fostering a high-performing, collaborative and service-oriented culture while building capability, accountability and operational excellence. The role will maintain effective operating rhythms, governance processes, business systems and efficient ways of working that support informed decision-making, organisational effectiveness and the delivery of strategic priorities. It builds and maintains strong relationships across the Engagement Portfolio and the broader University strengthening collaboration, alignment and shared accountability for outcomes.

Key Accountabilities

- Act as the principal strategic partner to the Vice-President Engagement, providing pro-active high-level strategy based on robust analysis and insight enabling effective decision-making in the realisation of the Portfolio and University objectives.
- Create and lead complex strategic projects and cross-functional initiatives on behalf of the Vice-President, exercising a high degree of autonomy to deliver outcomes while managing risks, dependencies and budgets.
- Lead and manage the Office of the Vice-President Engagement, fostering a high-performing, service-oriented, trusting and collaborative culture, while driving efficient work practices, continuous improvement and effective Portfolio coordination.
- Operate as a key contributor to the Portfolio Senior Leadership Team, supporting effective operations across the whole Portfolio.
- Lead Portfolio planning, governance, performance monitoring, risk management and reporting activities, ensuring alignment with Portfolio and University priorities and policies.
- Drive operational efficiency across the Portfolio through the implementation of highly effective business processes, proactive issue resolution and the robust prioritisation of competing demands in a fast-paced environment.
- Support the effective management of Portfolio resources through financial planning, budget oversight, monitoring and reporting, ensuring resources are aligned to strategic priorities and organisational objectives.

Key Selection Criteria

- Demonstrated experience providing high-level strategy development and execution and executive support to senior leaders within a complex organisation.
- Knowledge of and experience in University engagement functions.
- Proven leadership capability, including experience building and maintaining high-performing teams, fostering positive workplace culture and driving continuous improvement.
- Exceptional stakeholder engagement and relationship management skills, with the ability to establish credibility, influence outcomes and work collaboratively across diverse groups.
- Demonstrated success leading complex strategic projects and organisational initiatives, including the ability to deliver outcomes independently in ambiguous and fast-changing environments.
- Strong understanding of strategic planning, governance, risk management, performance monitoring and organisational operations.
- Highly developed analytical, conceptual and problem-solving skills, with the ability to anticipate issues, assess risks and develop practical solutions.
- Outstanding written and verbal communication skills, including the preparation of executive briefings, reports, submissions and presentations for senior audiences.
- Demonstrated ability to manage competing priorities, exercise sound judgement, adapt to changing circumstances and deliver high-quality outcomes under pressure.

Qualifications

Relevant post-graduate degree in public policy, MBA or equivalent qualifications and/or demonstrated experience

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.