



Position Description – RMIT Graduate Program

Position Details

Position Title: RMIT Graduate

College/Portfolio: Varies based on stream **School/Group:** Varies based on stream

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

Classification: HEW 5 **Time Fraction:** 1.0

Employment Type: Fixed Term (12 Months)

Fixed Term Reason: Professional Experience Program

Reporting Line: Graduate Development Program Lead and Rotation Area Line Manager

No. of Direct Reports: 0

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.universitiesaustralia.edu.au/university/rmit-university/>

<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.

Portfolio Overview

College of Business & Law

As one of the largest Business Schools in the Asia Pacific region, the College of Business and Law is comprised of five schools – four in Melbourne and one in Vietnam - delivering a broad range of programs in Business, ranging from Certificates up to PHD levels. Many programs articulate between Vocational Education and Higher Education, creating pathways for further study. RMIT Business programs are delivered in Melbourne, Vietnam, Singapore, Shanghai and Jakarta, as well as through Open Universities Australia (OUA) and RMIT Online. The College has an annual budget of approximately \$280 million, employs over 1000 staff and delivers programs to approximately 30,000 students (20,000 EFTSL).

In line with RMIT's vision to be recognised as a global university of technology, design and enterprise, the College mission is to deliver in a global context innovative, industry-engaged education and applied research connected to business. The College assists in achieving the ambitions of RMIT's new five-year strategic plan Ready for Life and Work by making active contributions towards life-changing experiences for students, creating passion with purpose for its staff and shaping the world with impactful research and global reach.

In particular, the College has defined a number of initiatives which are summarised in three priority areas: enterprising, student experience and international mobility.

Engagement Portfolio

The Engagement Portfolio provides integrated, strategic leadership across the University to advance RMIT's reputation, reach, and revenue, encompassing a range of functions, including domestic and

international student recruitment; global marketing; market intelligence and proposition, strategic communications; advancement function that includes donor relations, philanthropic advancement; and industry engagement and partnerships.

The portfolio leads the development and execution of major fundraising campaigns aligned with institutional priorities and stewards high value partnerships with industry, government, and community to generate measurable impact. It enables data informed decision-making through market insights to support integrated operations, strengthen relationship management, and enhance performance reporting.

Through innovation, collaboration, and strategic partnerships, the Engagement Portfolio plays a critical role in diversifying revenue streams and expanding RMIT's presence in alignment with its long-term strategic objectives.

International Portfolio

The International Portfolio provides strategic leadership for RMIT's global activities to advance the University's international reputation, reach, and impact. It is responsible for RMIT's international strategy, including management of international partnerships (established, new and emerging), Asia and Impact initiatives including the RMIT Asia Hub, offshore Industry and Innovation Hubs, and strategy and planning for RMIT's global presence. The portfolio also provides board-level oversight of RMIT Vietnam to ensure alignment with institutional priorities and governance standards.

Working collaboratively across RMIT, the International Portfolio stewards high-value partnerships with universities, industry, government and community to generate measurable global impact. Through innovation, strategic collaboration and market-informed planning, it plays a critical role in expanding RMIT's international footprint, and enhancing global education, research and engagement opportunities in line with the University's long-term strategy.

Operations Portfolio

The Operations Portfolio provides enterprise-wide support functions to the University, enabling our learning, research and engagement activities and delivering exceptional experiences for our students and staff.

The Portfolio incorporates the following business units: Data and Analytics, Enterprise Project & Business Performance and Enabling Services Reform, Finance and Assurance, Information Technology Services, Legal and Property Services Group.

The Portfolio is integral in bringing the RMIT strategy to life and supports the global operations of the University.

People & Culture Portfolio

The People and Culture Portfolio creates vibrant, inclusive and empowering workplaces where people can thrive. We shape contemporary employment frameworks, policies and processes, and build strategic partnerships across RMIT to enable individual and group success.

The portfolio includes Talent, Organisational Development, Performance, Strategy & Reward, People Business Partners, People Services and Policy Workplace Relations.

We attract and retain talented people from diverse backgrounds, supporting them throughout the employee lifecycle while fostering wellbeing, leadership and fulfilling career pathways.

Position Summary

As an RMIT Graduate, you will be expected to participate in a 12-month Graduate Development Program, whereby the graduates experience at least two 6-month rotations across professional services areas, supported by a professional development program.

As a Graduate, you are expected to:

- Provide a high level of service and expertise across a range of functional areas, processes, and tasks under supervision.
- Work closely with professional staff across Professional Services and Colleges in order to contribute to the continuous improvement and provision of service delivery to RMIT.
- Attend and contribute to graduate development activities and training.

The 2027 RMIT Graduate Program offers streams across a range of RMIT portfolios, functions and service areas, depending on availability:

- AI Accelerator
- Data & Analytics
- Engagement
- Finance (Procurement)
- International
- People & Culture
- Student Lifecycle

The position will participate in targeted professional development with other Graduates and be required to attend, complete, and participate in scheduled professional development, training and activities.

Key Accountabilities

Be – Who you are and how you show up

- **Role-model RMIT's values** by fostering an inclusive, respectful and collaborative team culture in all interactions.
- **Demonstrate accountability, integrity and a growth mindset**, taking ownership of work outcomes and seeking feedback to support continuous learning.

Know – What you understand

- **Develop and apply knowledge of RMIT's policies, procedures and service standards** to ensure compliant and consistent service delivery.
- **Build operational and systems knowledge**, including data and records management, to support informed decisions and accurate reporting.
- **Understand stakeholder needs and team priorities** to align day-to-day activities with agreed objectives and outcomes.

Do – What you deliver

- **Contribute to projects and service delivery initiatives**, working collaboratively to help teams achieve objectives.
- **Identify and support improvements to operational processes and procedures** to enhance efficiency and service quality.
- **Communicate clearly and proactively with colleagues and stakeholders** to support seamless operations and timely issue resolution.
- **Prepare, maintain and organise accurate documentation, data and reports** to support effective service delivery and decision-making.
- **Participate constructively in team meetings and planning activities**, sharing updates, insights and suggestions for improvement.

Key Selection Criteria

1. **Willingness to develop and apply role-specific knowledge** of administrative advice and services, including the ability to learn and correctly apply relevant RMIT policies, procedures and agreements.
2. **Emerging self-management and organisational skills**, demonstrating reliability, attention to detail and a commitment to working efficiently, meeting deadlines and managing competing priorities while contributing positively to team outcomes.
3. **Developing initiative and problem-solving abilities**, with the capacity to work independently under guidance, identify key issues, and take appropriate and timely action within defined parameters.
4. **Interest in and commitment to continuous improvement**, with a focus on learning how to enhance systems and processes, while maintaining compliance and supporting a high-quality, service-oriented environment.

5. **Effective interpersonal and communication skills**, with the ability to engage clearly, respectfully and professionally with clients and stakeholders at all levels, both verbally and in writing.
6. **Demonstrated cultural awareness and sensitivity**, including the ability to respond appropriately to sensitive information and situations and to communicate effectively in cross-cultural contexts.
7. **Ability to use and learn information and communication technologies effectively**, including Microsoft Office and relevant RMIT systems (e.g. databases, web and email platforms), to support accurate data management and service delivery.

Qualifications

Diploma and/or Degree in relevant discipline.

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.