



Position Description – Advisor, Asia Impact

Position Details

Position Title: Advisor, Asia Impact

College/Portfolio: International

School/Group: Asia Hub

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

Classification: HEW 7

Time Fraction: 1.0

Employment Type: Continuing

Reporting Line: Associate Director, Asia Impact

No. of Direct reports: Nil

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.

College/Portfolio/Group

RMIT International is responsible for advancing RMIT University's global strategy, partnerships and engagement. The Asia Hub leads RMIT's regional presence and initiatives across key Asian markets, deepening collaboration with governments, industry partners, multilaterals and institutions.

The Australian APEC Study Centre, hosted by RMIT University, delivers high-impact capacity-building and policy support programs across the APEC region, with a strong focus on economic cooperation, trade, structural reform and inclusive growth. It works closely with DFAT, APEC fora and sub-fora, and a range of multilateral and regional partners.

Position Summary

The Advisor, Asia Impact is responsible for supporting the realisation of RMIT University's strategic aspiration to be a leading university of impact in the Asia Pacific region with a particular focus on project delivery under the Australia Vietnam Policy Institute (AVPI).

Working closely with the Associate Director, Asia Impact, this role will focus on the implementation and delivery of the AVPI program. It will also work closely with a broad range of stakeholders in Australia and Asia – with a particular focus in Vietnam – across government, industry and think tanks.

Key Accountabilities

Each key accountability should consider RMIT's **Be–Know–Do leadership model**:

- Coordinate strategic projects and initiatives as part of RMIT's commitment to a regional network of interconnected industry and innovation hubs.
- Work with key stakeholders to plan, program and deliver key AVPI engagements (roundtables and annual Conference) in Australia, and if required in Vietnam
- Coordinate and grow relationships with key government and industry stakeholders, supporting greater collaboration for regional impact.
- Manage AVPI Knowledge Partner network
- Develop strategic briefs and presentations for senior leaders and stakeholders as required
- Work across the Asia Hub and International to support collaborative projects, events and grant submissions
- Communicate effectively between a wide variety of organisations, individuals and team members.
- Undertake additional responsibilities as agreed

Key Selection Criteria

Where appropriate, the Key Selection Criteria should align with the **Be, Know, Do** framework—focusing not only on the skills and knowledge (**Know**), but also the behaviours and attributes (**Be**), and the ability to apply them effectively in the role (**Do**).

- Experience working on strategic projects and managing expectations across a broad range of stakeholders.
- Ability to analyse information and form actionable insights to influence strategic decision making and public policy engagement.
- Excellent communication skills, including an ability to communicate with staff at all levels of the University to deliver agreed outcomes and targets.
- Self-starter with positive 'can do' attitude and proactive approach to supporting team and project outcomes.
- Strong focus on attention to detail while ensuring operational needs meet strategic objectives.
- Demonstrated ability to work independently under broad direction and collaboratively contributing to a productive team environment, including in a cross-cultural context.
- Ability to work across multiple tasks and projects simultaneously.
- Willingness to travel both domestically and international as needed
- Interest in, or understanding of, the Asia-Pacific region is desirable.

Qualifications

Relevant tertiary qualification. Cross-cultural experience is desirable.

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.