



Position Description – Manager, Academic Governance Services

Position Details

Position Title:	Manager, Academic Governance Services		
College/Portfolio:	College of Vocational Education, Learning & Teaching		
Campus Location:	Primarily based at Melbourne campus, and the potential to work across other RMIT campuses as required.		
Classification:	HEW 9	Time Fraction:	1.0
Employment Type:	Continuing		
Reporting Line:	Associate Director, Quality & Compliance		
No. of Direct reports:	2		

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.

About the College of Vocational Education

The next evolution in vocational education at RMIT will need to meet people where they are and take them where they want to go.

RMIT's College of Vocational Education will be ready for the challenge, guided by the [EVOLVE@RMIT](#) Roadmap.

EVOLVE sets a bold agenda and reflects our ambition to lead in industry-connected, learner-centered education to deliver real-world impact.

The EVOLVE Roadmap will contribute to the overarching vision of RMIT's Knowledge With Action Strategy and will support collaboration with stakeholders across colleges and portfolios while also maintaining a distinct VE focus to ensure we can shape the university's future as a connected and future-facing vocational institution.

Our five Roadmap actions are:

- Offer transformative education experiences to all students
- Connect across RMIT and industry for applied research
- Respond at pace and scale to industry, government and communities
- Grow our impact as the leading multi-sector provider in our region
- Invest in our people and organisational enablers to support our success

Position Summary

The Manager, Academic Governance Services will lead, develop and maintain processes for academic governance including approvals, development, transition and discontinuation for VE, associate-degree and non-award offerings.

The Manager, Academic Governance Services will provide deep knowledge of VE, HE and non-award governance requirements and processes to coordinate activity streams across multiple teams, ensuring any new offerings, or changes to CoVE offerings are in accordance with internal policies and procedures and external regulations. This role will be required to interpret legislation and regulatory requirements to drive improvements in governance of award programs as well as develop new academic governance processes for CoVE offerings delivered in a range of contexts, both domestic and international.

As a senior leader of the Quality and Compliance team, this role will be expected to determine governance pathways and compliance requirements, approve governance readiness and authorise progression through governance gates or recommend remediation actions, and exercise delegated authority to approve specific governance actions. This role will also advise on, and provide support for, internal and external compliance audit activity as required.

The Manager, Academic Governance Services will work proactively with Directors, Program Managers and the CoVE Partnerships team, providing guidance on governance processes and supporting CoVE leaders to navigate program governance requirements efficiently, while maintaining academic quality. The role will manage workflows within CMMT and be accountable for providing accurate and timely reporting to the College Executive and VELT on the academic governance status of all CoVE award programs and non-award offerings.

The role will be required to develop highly collaborative relationships with key governance teams across the University to improve academic governance workflows and ensure compliance of program governance processes.

Key Accountabilities

1. With guidance from the Associate Director, Quality and Compliance, accountable for:
 - (a) refreshing CoVE's academic governance processes and workflows to respond to updated RMIT requirements (eg CMMT) and changes in the external regulatory environment (eg revised ASQA Standards),
 - (b) identifying, developing and implementing appropriate governance processes for non-accredited offerings, and
 - (c) leading the implementation of those processes, collaboratively and responsively.
2. Determining governance pathways and compliance requirements.
3. Approving governance readiness and authorising progression through governance gates.
4. Exercising delegated authority to approve specified governance actions.
5. Provision of expert governance guidance and support to P&D leaders and other stakeholders to navigate program governance requirements for program approvals, amendments, transitions and discontinuations, through development to approval, for all CoVE offerings ensuring new and amended offerings are compliant, rapid to market and align with College strategy.
6. Responsible for managing workflows within CMMT, other relevant RMIT systems and CoVE governance processes to facilitate efficient, compliant program governance, and monitoring and reporting of this, to VELT, CoVE Exec and other RMIT governance bodies as is relevant to the program.
7. Responsible for the provision of accurate, timely reporting to VELT, CoVE Exec, and RMIT governance bodies as required on the program governance status of all CoVE programs.
8. Responsible for identifying, reporting and developing mitigation actions for potential risks and issues, working collaboratively with relevant risk owners to resolve and escalating appropriately when required.
9. Build and sustain collaborative stakeholder relationships across CoVE and RMIT.
10. Line management responsibility for the Academic Governance team (currently 2 staff).
11. Other duties as directed by line manager, the Associate Director, Quality and Compliance.

Key Selection Criteria

Essential

1. Deep knowledge of VE, HE and non-award program governance requirements, within RMIT and external, regulatory environments.
2. Demonstrated capability in process improvement skills in education governance contexts (VE, HE and non-accredited), with capacity to deliver efficient, quality outcomes and adhere to timelines.
3. Demonstrated ability to identify and mitigate potential risks and issues and escalate appropriately when required.
4. Excellent oral and written skills, including high level interpersonal and professional communication skills to work effectively across a broad range of stakeholders.
5. Highly developed analytical, problem-solving and decision-making skills, with the ability to operate autonomously in ambiguous environments.
6. Demonstrated capability achieving results through influence and collaboration.
7. Proven ability to source, interpret and analyse data from a range of sources and the ability to articulate this information into insights and reporting for senior educational leaders.
8. Demonstrated capacity to operate in complex, ambiguous and time-critical environments, effectively managing multiple concurrent priorities.

Qualifications

A relevant tertiary qualification and/or significant experience within vocational education.

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.