



## Position Description Manager, Program Governance

### Position Details

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<b>Position Title:</b>	Manager – Program Governance
<b>Position Number:</b>	
<b>College/Portfolio:</b>	Vocational Education
<b>School/Group:</b>	Learning & Teaching, Quality & Compliance
<b>Campus Location:</b>	Based at the City campus but may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 9
<b>Employment Type:</b>	On-going
<b>Time Fraction:</b>	1.0 FTE.

### RMIT University

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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 center 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](http://rmit.edu.au/about)

### The College of 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 Deputy 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

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

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The Manager, Program Governance will develop and oversee the end-to-end process for program governance including approvals, development and activation, for new and existing, VE and sub-degree programs. The role will work closely with the Academic Governance and Reporting team on TGA changes and updates, and work collaboratively with the Manager, New Program Initiatives to support the Product Lifecycle Committee.

The Manager, Program Governance will provide deep knowledge of VE and HE governance requirements and processes to coordinate activity streams across multiple teams, ensuring any new programs or program changes are in accordance with internal policies and external regulations.

The role will provide strategic advice, develop processes and identify efficiencies to achieve deliverables with accountability for managing workflows to ensure timely responses, and providing oversight to the College Executive.

The role will be required to work collaboratively with CoVE teams and other stakeholders across the University to develop productive working relationships to enhance the product lifecycle workflows and ensuring efficiencies in relation to VE and HE program development and amendments.

**Reporting Line** Associate Director, Quality & Compliance, Learning & Teaching portfolio

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**Organisational Accountabilities:** Direct Reports N/A

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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

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- Develop a College-wide response to managing program lifecycle workflows and processes for both VE and HE programs.
- Provide oversight and direction across all activation streams to ensure new and amended offerings are compliant, rapid to market and align with College strategy.
- Engage with program and delivery teams and other stakeholders to achieve objectives within agreed timeframes and meet University requirements.
- Align activities with other CoVE processes, monitor program governance progress and provide oversight to the College Executive.
- Identify and mitigate potential risks and issues including escalations and work with relevant risk

owners to resolve.

- Work collaboratively with all stakeholders to ensure programs enhance student and teacher experience and meet the agreed expectations of stakeholders.
- Actively participate as part of team initiatives and projects and cooperate with team members in a manner that reflects a commitment to team goals and objectives, effective communication, information sharing and problem-solving practices.
- Prepare and submit reports and briefings to VE leadership team and University key stakeholders on progress and issues identified.
- Consult and communicate with the VE Community and wider RMIT university as required.

**Key Selection Criteria**

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- Deep knowledge of program lifecycle and demonstrated project management skills in education systems and processes (VE and HE), with capacity to deliver high quality outcomes and adhere to timelines.
  - Demonstrated capability achieving results through influence and collaboration.
  - Excellent oral and written skills, including high level interpersonal and professional communication skills to work effectively across a broad range of stakeholders, and demonstrated ability to produce clear briefs and reports on complex issues.
  - Demonstrated ability to identify and mitigate potential risks and issues including escalations.
  - Demonstrated high level of problem solving and analytical ability.
  - Demonstrated evidence of an ability to work with people across the organisation including liaising with a wide range of internal and external stakeholders.
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**Desirable**

Relevant experience in the Vocational Education sector.

**Qualifications**

A relevant tertiary qualification and/or extensive relevant project management experience.

Note: Appointment to this position is subject to passing a Working with Children Check.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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