



## Position Description – Advisor, International Partnerships

### Position Details

---

**Position Title:** Advisor, International Partnerships

**College/Portfolio:** International **School/Group:** International Partnerships

**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 FTE

**Employment Type:** Continuing

**Fixed Term Reason:** N/A

**Reporting Line:** Associate Director, International Partnerships

**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.

## International Portfolio

---

The International Portfolio is led by the Vice-President International, and consists of the following departments:

- International (leads the development and management of the University's flagship transnational education partnerships)
- Asia Hub
- Asia Engagement
- Operations and Strategic Initiatives

The International Portfolio leads RMIT University's international strategy and drives our ambition to be a university of impact across the Asia Pacific. The portfolio focuses on strengthening RMIT's presence in priority countries through the development and management of flagship international partnerships, offshore innovation hubs, and policy and thought leadership initiatives.

## Position Summary

---

The Senior Advisor, International Partnerships works closely with the Associate Director, International Partnerships to support RMIT's international delivery partnerships across the partnership lifecycle. The role will work collaboratively across the international team to support the development, management and monitoring of partnership programs and activities, with a focus on partnership quality, governance, risk management and reporting relevant to international education delivery arrangements. The role will also be responsible for the provision of expert advice on relevant Australian and offshore compliance regimes and regulatory requirements, requiring a sound understanding of the international higher education environment and proven stakeholder management skills.

## Key Accountabilities

---

- **Partnership quality assurance, insights and reporting** Prepare annual quality assurance reports and develop, interpret and present analysis on partnership performance (e.g. enrolments, progression, quality indicators, risk and opportunity profiles), providing evidence-based advice and recommendations to senior staff, governance committees and offshore partners to inform decision-making and improvement initiatives.
- **Risk management integrated with partnership success** Undertake due diligence assessments relevant to international education delivery partnerships and contribute to the identification, assessment and management of operational and strategic risks associated with international education delivery partnerships, ensuring that risk considerations are integrated into planning, performance monitoring and quality enhancement activities, and that issues are resolved proactively and collaboratively.
- **Governance and regulation** Provide expert advice on relevant Australian and offshore compliance regimes and regulatory requirements and support the delivery of in-country education compliance requirements including program approvals, accreditations, audits, annual returns and course write-ups.
- **Policy, process and systems development** Liaise with International Portfolio and other key stakeholders to initiate and contribute to the development, review and implementation of policies, procedures, guidelines and effective systems relevant to international partnership lifecycle management and TNE quality and compliance, ensuring clarity, consistency and usability for staff and partners.
- **Stakeholder engagement and relationship management** Build and maintain effective, trust-based relationships with key internal and external stakeholders (e.g. Colleges, Schools, central portfolios, regulatory bodies and offshore partners) to progress the work of the International Portfolio in a collegial and professional manner, contributing to a positive and productive team culture.

## Key Selection Criteria

---

1. **Expertise in international and transnational education** Demonstrated high-level knowledge and understanding of international and transnational education systems, markets and regulatory environments that are relevant to RMIT's offshore partnership activities, particularly in relation to transnational education delivery, and the ability to apply this knowledge to support strategic partnership success.
2. **Quality assurance, process and system development capability** Demonstrated experience in designing, implementing or managing systems and quality assurance and enhancement policy and processes (preferably in education or a similar regulated environment), including the ability to interpret data and evidence, identify trends and risks, and drive continuous improvement in partnership lifecycle management.
3. **Compliance and risk management experience in an international setting** Experience in compliance and risk management relevant to international business or education operations, including demonstrated ability to integrate regulatory and risk considerations into operational planning and decision-making, and to translate complex requirements into practical, plain English guidance for staff and partners.
4. **Advanced organisational, planning and problem-solving skills** Highly developed organisational and planning skills, with demonstrated ability to manage multiple priorities, maintain attention to detail and accuracy, exercise sound judgement and initiative, and resolve complex work issues with a high degree of autonomy
5. **Strategic thinking, analysis and reporting** Strong analytical and conceptual skills with the ability to interpret complex information (including regulatory requirements, performance data and risk profiles), distil key issues and options, and prepare clear, concise advice, reports and briefings for senior management and governance bodies.
6. **Communication and interpersonal effectiveness** Excellent communication skills, including the ability to prepare high-quality documentation and to engage effectively and professionally with culturally diverse stakeholders, both in Australia and offshore.

## Qualifications

---

A relevant Bachelor degree or extensive relevant experience or an equivalent combination of both.

Note: Appointment to this position is subject to passing a 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.

### **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.