RMIT UNIVERSITY

Position Description – Associate Dean, Communication Design

Position Details

Position Title: Associate Dean, Communication Design

College/Portfolio: College of Design and Social Context

School/Group: School of Design

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

Classification: Academic Level D / E

Time Fraction: 1.0FTE

Employment Type: Fixed Term

Fixed Term Reason: Secondment Agreement

Reporting Line: Head of School/Dean.

No. of Direct reports: Varies

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 of Design and Social Context

RMIT's College of Design & Social Context brings together creative and practical study in the fields of design, technology and society.

Comprised of nine schools, the College encompasses a wide variety of disciplines of the built environment, education, media & communication, global & social studies and across all fields of art and design. It is this breadth of expertise and the shared commitment to addressing the most urgent challenges and opportunities of our time through interdisciplinary collaboration that gives the College its unique identity.

Our work makes substantive contributions to sustainability and regenerative futures, global and social justice agendas and exploring the nexus of technology and the human experience.

We seek to deepen our understanding and offer possible paths forward for society by addressing these issues with imagination, rigour, and practicality. We do this through excellence in education and research that is future-focused, industry-connected and community engaged.

With over 21,000 students in Australia and Vietnam – from undergraduate students to PhD candidates – learning and researching with a team of over 1000 academics, we are dedicated to fostering an environment that advances knowledge and transforms professional practice.

Through our highly respected research centres, groups and international partnerships, the College is having an impact globally with agenda-setting research that informs government policy, supports industry innovation and advances creative practice.

The College has a significant presence in Asia and Europe through higher education programs and active research projects. This includes programs at RMIT's Vietnam campus and with partner organisations in Singapore and Hong Kong, and research activity at RMIT Europe, the University's innovation hub in Barcelona.

The College is recognised globally for its standing across numerous fields with Art and Design maintaining its number one spot in Australia and the Asia-Pacific, and 19th globally, in the 2023 QS World Rankings by Subject. Architecture and the Built Environment ranks second in Australia and 25th globally while Communications and Media Studies is ranked fourth in Australia and in the top 50 globally.

For more information see www.rmit.edu.au/dsc

School of Design

The School of Design is a School comprised of the disciplines of Industrial Design, Digital Design (including Animation, Digital Media and Games) and Communication Design.

The School builds on RMIT's leading national and international reputation in design education by creating a specific focus on emerging areas such as UX and service design, design strategy and virtual and augmented reality.

It comprises approximately 100 academic and 11 professional staff and over 3000 EFT undergraduate and postgraduate students with expectations of growth.

For more information visit www.rmit.edu.au/about/schools-colleges/design.

Position Summary

The Associate Dean, Communication Design is accountable for providing strategic and academic leadership and management, consistent with RMIT's strategic plans and objectives, to the disciplines and for contributing at a senior level to the strategic planning and development of the School.

The Associate Dean, Communication Design has a key role within those Schools that need the provision of academic leadership and strategic direction for a suite of programs that comprise a distinct academic discipline. They have both research and academic program leadership roles for that discipline. Associate Dean, Communication Design works closely with the Associate Dean, Leaning & Teaching, and with the relevant discipline-related Program Managers to manage the development and renewal of the curriculum for courses in the area concerned. The position is responsible for assuring program and course quality and relevance within the University policies and external compliance requirements.

The Associate Dean, Communication Design is assisted by the relevant Program Managers and the School's professional staff who take responsibility for the student-related matters.

The Associate Dean, Communication Design is a member of the School executive team and is required to work collaboratively with all members of the School management team and with staff across the school to ensure that the School achieves its strategic objectives.

The time fraction for the leadership role will be determined in line with the applicable workload allocation model.

Key Accountabilities

- Provide academic and research leadership and strategic direction for the discipline and its suite of programs.
- Advising School Executive Committee and the Dean on strategic and policy directions for the School with respect to a suite of programs.
- Supporting the Associate Dean, Learning & Teaching and Program Managers on academic policy implementation particularly with respect to all aspects of the quality assurance of a suite of programs and their delivery.
- In collaboration with the Associate Dean, Research & Innovation ensure that research activity in the discipline is focussed on agreed strategic priorities and that research outcomes contribute to the positioning and strengthening of the School.
- Proactively liaising with industry and professional partners to enhance the relevance of the programs and research.
- In collaboration develop international education opportunities for the discipline and programs.
- Supporting compliance within a suite of programs with regulatory requirements including TEQSA, Australian Skills Quality Authority (ASQA), Australian Qualifications Framework (AQF), and other requirements related to international education;
- Leading the development of new programs, amendments to programs and discontinuation of existing programs to ensure quality, viability and relevance of programs;
- Lead and encourage the development of interdisciplinary and cross-sectoral collaboration both within the School and across the wider University.
- Ensure the effective management of staff within the discipline including recruitment, induction, staff development, work planning and performance review.
- Ensure the allocation of resources to the discipline in a cost effective, equitable and sustainable manner, to ensure the ongoing sustainability of the discipline and its programs and activities.
- Position and represent the disciplines and programs locally, nationally and internationally and work with College and University marketing groups to ensure effective marketing.
- Monitoring the comparability and equivalence of standards of multiple offerings of awards offered by the School;
- Liaise proactively with academic leaders at offshore campuses and partnerships where programs are delivered in multiple locations.
- Maintain academic and professional standing and currency by engaging in a program of academic and professional activity and development.
- Participating in the School Learning and Teaching Committee;
- Undertake teaching and research as appropriate and as agreed with the Head of School/Dean.

Key Selection Criteria

1. Strong leadership skills and experience in initiating, leading and managing academic teams and projects in a collegiate environment to deliver strategic objectives.
2. Demonstrated understanding of University systems in regards to budget management, quality maintenance and good governance.
3. Demonstrated capacity to think strategically and to act tactically based on organisational priorities and objectives.
4. Demonstrated high level of interpersonal, communication and negotiating skills including the ability to consult with senior executives, external bodies, produce executive reports, negotiate agreed directions, outcomes and targets within a collaborative environment.
5. Ability to lead and contribute to cross-disciplinary and cross-sectoral teams.
6. Demonstrated experience in providing L&T leadership and expertise that contributes to improved student outcomes.
7. Substantial record of academic, research and professional achievement in an area relevant to the discipline, and the capacity to exercise academic leadership to enhance the standing of the School nationally and internationally.

8. Demonstrated strong commitment to learning and teaching quality, research development, and industry and community engagement.

Qualifications

PhD or demonstrated equivalence, combined with knowledge and achievements that meet the professorial criteria.

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.