



Position Description – Associate Director, The Australian APEC Study Centre

Position Details

Position Title: Associate Director, The Australian APEC Study Centre

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 10A **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: Director, Asia Hub

No. of Direct reports: 2-4

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

This senior leadership role within the Australian APEC Study Centre (AASC) provides strategic direction, leadership and advice on issues affecting APEC, ASEAN and the wider Asia-Pacific region. The Associate Director leads key strategic projects and partnerships, shapes the Centre's corporate strategy, and drives strategic reviews to ensure alignment with Asia Hub and RMIT International priorities.

The role leads complex, multi-stakeholder initiatives, builds high-level relationships across governments, multilaterals, industry and academia, and ensures the Centre delivers high-quality, high-impact outcomes that advance RMIT's regional engagement and influence. The Associate Director works closely with the Director, AASC and the Asia Hub leadership team as a senior advisor on strategy, policy and program direction.

Key Accountabilities

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

- **Strategic leadership and corporate strategy**
Provide high-level strategic advice on APEC, ASEAN and Asia–Pacific trends; lead the development, implementation and periodic review of AASC’s strategy, ensuring alignment with Asia Hub, RMIT International and Shape RMIT priorities.
- **Strategic projects and portfolio leadership**
Lead complex, high-impact projects and initiatives, setting direction and overseeing design, governance, budgets, risk and quality, to deliver measurable policy and capacity-building outcomes across the region.
- **Funding, business development and income growth**
Identify and pursue strategic funding and partnership opportunities; lead or oversee high-quality bids, proposals and tenders that grow commercial and research income in line with AASC and Asia Hub objectives.
- **Stakeholder and partnership management**
Build and maintain high-level relationships with DFAT, APEC fora, ASEAN, member economies, multilateral organisations, industry and academic partners to maximise the Centre’s visibility, impact and regional influence.
- **Policy, research coordination and thought leadership**
Coordinate and advise on AASC policy and research capabilities and outputs; oversee development of policy briefs, reports and thought-leadership products that support government and regional decision-making.
- **Promotion, communication and profile-raising**
Lead initiatives to promote APEC and AASC activities to Australian government, business and academic communities; drive communication and marketing strategies that enhance the profile of AASC, Asia Hub and RMIT International.
- **Staff leadership and team development**
Provide leadership, supervision and mentoring to senior project and professional staff; foster a high-performing, inclusive culture; contribute to workforce planning, recruitment, capability development and performance.
- **Governance, compliance and risk**
Ensure compliance with RMIT, DFAT and legislative requirements; oversee strategic and operational risk management across the Centre’s portfolio; contribute to institutional planning, reporting and assurance processes.
- **Multilateral and external representation**
Represent AASC, Asia Hub and RMIT International in high-level multilateral and external forums (e.g. APEC, ASEAN, UN, World Bank, OECD) and undertake domestic and international travel as required to support strategic engagement.

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**).

1. **Relevant qualifications and experience**
Postgraduate qualification in international relations, development, economics, public policy or a related discipline, or equivalent combination of education and experience, with substantial experience in senior roles leading complex international or regional initiatives.
2. **APEC, ASEAN and regional policy expertise**
Demonstrated understanding of APEC structures, processes and work programs, and broader regional cooperation architectures (e.g. ASEAN), with experience working on trade, economic, governance or related policy issues in the Asia–Pacific region.
3. **Strategic leadership, project and portfolio management**
Proven ability to lead strategic planning and reviews, and to manage a portfolio of complex, multi-year, multi-country initiatives, including oversight of design, budgeting, risk, quality and performance.
4. **Stakeholder and partnership engagement**
Strong track record of engaging effectively with senior government officials, donors, development partners, multilaterals and industry, including initiating and deepening strategic partnerships that deliver mutual value.

5. Leadership and people management

Demonstrated capacity to lead, motivate and develop professional and senior staff, build collaborative, high-performance teams, and role-model RMIT's values in a complex, cross-cultural environment.

6. Communication, representation and influence

Excellent written and verbal communication skills, including preparation of high-quality strategic briefs, policy reports and proposals, and extensive experience representing an organisation in high-level policy and international forums.

7. Governance, compliance and risk management

Demonstrated understanding of, and experience with, governance, compliance and risk management frameworks relevant to universities and externally funded portfolios (e.g. DFAT or comparable donors).

8. Desirable attributes

Experience working in or with universities, think-tanks or research institutes, and proficiency in an Asian language relevant to the APEC region.

Qualifications

Postgraduate qualification in international relations, development, economics, public policy or a related discipline, or equivalent combination of education and experience, with substantial experience in senior roles leading complex international or regional initiatives.

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.