

Position Description – Associate Director, Asia Impact

Position Details

Position Title: Associate Director, Asia Impact

College/Portfolio: International **School/Group:** Asia Impact

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

Classification: HEW 10A **Time Fraction:** Full time

Employment Type: Fixed term

Fixed Term Reason: Replacement Employee

Reporting Line: Director (International Portfolio)

No. of Direct reports: 4 - 5

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

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.

Central to our work are our strategic relationships with governments, industry, and communities across the region. We also drive connections across our regional network, including with RMIT's branch campus in Vietnam, to enhance collaboration and shared impact. The portfolio oversees the RMIT Asia Hub in Melbourne, which plays a key role in deepening Australian business, student, and community engagement with Asia.

Position Summary

The Associate Director, Asia Impact, is responsible for providing leadership and direction to the Asia Impact team and supporting RMIT's ambition to be a leading university of impact in the Asia Pacific (Knowledge with Action Goal 4).

The role will oversee the management for a range of priority initiatives including the RMIT Asia Hub, the strategic relationship with the Asia Society Australia who are located on the RMIT campus, and the Australian based activities of the Australia Vietnam Policy Institute. It will also work with RMIT Colleges,

Portfolios and Entities to connect them to these priority initiatives and connect on public policy engagements around key markets, with a particular focus on Vietnam.

The Associate Director will be responsible for managing and growing relationships with key government and industry stakeholders in Australia and overseas. In addition, the role will support executive engagements and decision-making processes, working closely with the Office of the Vice-Chancellor, the Vice President International and the Pro Vice-Chancellor Vietnam.

Key Accountabilities

- Provide effective leadership and direction to the Asia Impact team through fostering talent, enabling skills development, encouraging teamwork, motivating high performance and facilitating high quality outcomes.
- Provide oversight of the partnership with the Asia Society Australia and partnered program of the RMIT Asia Hub, ensuring the initiatives are cultivated to support RMIT's positioning as a front-door to understand and engage with Southeast Asia.
- Work in partnership with the Australia Vietnam Policy Institute (AVPI) Front Door in Hanoi and the Head of the Hanoi Industry and Innovation Hub to deliver the Australian based work program of the AVPI.
- Provide oversight of a team leading a complex work program under a range of high-profile government grants.
- Provide oversight of the development of strategic grant applications for future government and industry partnered collaborations around the RMIT Asia Hub.
- Work closely with RMIT Colleges, Portfolios and Entities to support the implementation of the Knowledge with Action Goal 4 – for RMIT to be a leading university of impact in the Asia Pacific.
- Manage and grow relationships with key government and industry stakeholders, supporting greater collaboration networks for regional impact.
- Provide briefings and strategic presentations to the Vice-Chancellor and executive team, supporting strategic opportunities, projects, decision-making processes and assisting with high-level stakeholder meetings in Australia and overseas.
- Work across the International Portfolio to explore new opportunities for shared impact across South East Asia and the broader Asia Pacific.

Key Selection Criteria

1. Proven leadership ability, including experience in motivating, influencing and empowering others to achieve exceptional results and engaging effectively as a team.
2. High-level interpersonal and communication skills, including the capacity to collaborate, negotiate, build and maintain effective and productive relationships with a wide range of internal and external stakeholders.
3. Proven ability to deliver strategic projects, managing stakeholder expectations, project teams, grant milestones, budgets, timeframes and government reporting.
4. Exceptional problem-solving and analytical ability on strategic and operational matters, including the ability to identify and implement practical and innovative solutions.
5. Excellent communication skills, including an ability to convey complex information, ideas and concepts clearly and efficiently to a variety of different audiences at different levels.
6. Demonstrated experience in strategy development and implementation to maximise impact.
7. Exceptional organisational and time management skills with a proven ability to work autonomously, plan and deliver within tight timeframes and manage competing priorities in a complex and dynamic environment.

Qualifications

Relevant postgraduate qualification and/or substantial experience.

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.