



## Position Description – AD International Development

### Position Details

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<b>Position Title:</b>	Associate Director, International Development
<b>College/Portfolio:</b>	International & Engagement
<b>School/Group:</b>	International
<b>Campus Location:</b>	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 10A
<b>Employment Type:</b>	Continuing
<b>Time Fraction:</b>	1.0 FTE

### RMIT University

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RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. 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 three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous 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.

## Why work at RMIT University

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Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

## College/Portfolio/Group

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The International and Engagement group is led by the Deputy Vice-Chancellor International & Engagement and Vice-President, and consists of the following portfolios:

- International
- RMIT Vietnam
- RMIT Europe
- University Communications
- Experience (Global Student Recruitment; Global Marketing and Regional Hubs; Market Intelligence & Propositions; Digital & Experience)
- Business Development, Philanthropy, RMIT Culture

## Position Summary

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This critical role at RMIT is focused on expanding and strengthening offshore transnational education partnerships, aligned with College and Enterprise Strategy. The role will collaborate closely with senior executives across RMIT, offering strategic advice in priority markets.

Key responsibilities include representing RMIT in commercial and legal negotiations, liaising with internal units such as Legal, Finance, and Risk to ensure favourable contractual arrangements. The role demands leadership in developing robust business cases for new partnerships, crafting strategies for priority offshore markets, and delivering insightful market intelligence. Travel into priority markets to engage with potential partners may be required.

Additionally, the position supervises student load forecasting, the bids and tenders function, and leads a team of international education specialists. The role is fundamental to the success of the broader International team at RMIT and reports directly to the Director, International.

## Reporting Line

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Reports to: Director, International

Direct reports: 6

## Organisational Accountabilities

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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.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

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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- Drive the development of new offshore transnational education partnerships for the university in line with College and Enterprise Strategy.
- Work directly with senior executives across the RMIT Colleges providing considered advice at a strategic level, as well as subject matter expertise in areas related to RMIT's priority markets.
- Represent RMIT's interests in offshore partner commercial and legal negotiations. Work directly with RMIT legal, RMIT Finance, RMIT Risk and other internal specialist functions to ensure contractual arrangements with partners that uphold RMIT's interests.
- Lead the development of business cases for new offshore partnerships to be presented to the University Executive and RMIT Council.
- Develop strategies for priority offshore markets for RMIT that identify focus areas and define how the university will be successful. This will include understanding the market dynamics of student demand and competition, regulation and the needs of industry and government.
- Oversee the market Intelligence function within the International Portfolio, supporting evidence-based decisions around market demand for new and existing programs, and advising the Colleges on tuition fee levels.
- Oversee the financial modelling function for offshore partnerships, ensuring the university is aware of the revenue and cost implications of new and existing programs. Provide commercial advice to Colleges relating to the viability of partnerships and programs including breakeven analysis and advising on commercial terms that uphold RMIT's financial interests.
- Oversee the student load forecasting function for offshore partnerships.
- Oversee the Bids & Tenders function of the university, ensuring that RMIT pursues the right tender opportunities and presents strong submissions for funding.
- Lead a team of international education specialists, providing mentorship, a strong role model and professional development.
- Contribute to the success of the broader International team at RMIT.
- Any other tasks as directed by the Director, International.

### **Key Selection Criteria**

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1. Experience communicating with executive level stakeholders in a complex organisation
2. Experience with the preparation of strategy documents such as business cases and market strategies for executive audiences
3. Experience working with other cultures in a business or academic environment
4. Experience managing a diverse team with varied roles and experience
5. Demonstrated commercial acumen
6. Ability to demonstrate discretion regarding sensitive financial and people information

7. Driven to deliver great service to internal customers and great outcomes for the university

## Qualifications

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A tertiary qualification in a relevant field is desired.

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.

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