



Position Description – Associate Director Partnerships

Position Details

Position Title:	Associate Director Partnerships
College/Portfolio:	Vocational Education
School/Group:	Partnerships
Campus Location:	Based at the CBD campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 10A
Employment Type:	Fixed term (3 years)
Time Fraction:	1.0 FTE.

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally-focused graduates.

With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

We are also committed to redefining our relationship in working with and supporting Aboriginal 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

We're proud to share with you:

- The launch of our second Reconciliation Plan for Dhumbah Goorowa– a “commitment to share” - an important step in our reconciliation journey.
- RMIT University is an **Athena SWAN** member with Bronze Award accreditation and the College of Science, Engineering and Health is central to driving improvements in gender equality, diversity and inclusion, particularly in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines.
- RMIT was placed **10th in the 2019 Randstad Employer Brand Research Awards**, up five spots from 2018.
- We were named as an **Employer of Choice for Gender Equality** by the Workplace Gender Equality Agency in 2019.
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018 and now in 2019.
- We were recognised as a **top five employer in 2018 for workplace accessibility** with the Australian Network on Disability.

RMIT Standings in university rankings

RMIT has a deep commitment to innovation, research and teaching, we are a 5-Star university under the QS Stars international evaluation system and are **238th globally in QS World University Rankings 2020** (moved up 12 places compared to 250th last year), being also 32nd in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2019 QS World University Rankings by Subject, RMIT was positioned 12th in the world (highest ranked in Australia) in Art and Design, 22nd in the world (fourth highest in Australia) in Architecture and the Built Environment, and 37th in Media and Communications. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).
- In the 2018 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and Media Studies. The 2018 Shanghai Ranking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.

- In the specialised rankings, RMIT is ranked 77th in the QS Graduate Employability Rankings 2020 and 82nd in the inaugural Times Higher Education University Impact Rankings 2019.
- RMIT also ranks in the world's **top 400** in the 2019 Academic Ranking of World Universities and in the world's **top 400** in 2020 Times Higher Education World University Rankings.

For more information, visit rmit.edu.au/about

The College of Vocational Education

The purpose of RMIT's College of Vocational Education is to empower learners and our industry, community and government partners to succeed in the new world of work. Our five-year strategic roadmap, [ALiVE@RMIT](#), purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence.

Led by our Deputy Vice-Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

The College of VE is delivering impact through transformation that creates long-term change.

Partnerships

Supported by a dedicated partnerships and engagement function, the College of VE will focus on identifying, developing and managing industry, community and government partnership opportunities. These partnerships are inclusive of the coordination of industry short courses across all clusters. and funded units such as the Skills and Job Centre and the Centre for Digital Enterprise.

This core industry, community and government engagement function is a key pillar of what makes RMIT's VE offering unique and sector leading.

Position Summary

The **Associate Director, Partnerships** is a pivotal leadership-level role that combines responsibilities related to external partnerships development, pitching, negotiating and closing opportunities with direct oversight of key growth and diversification training initiatives. The role requires a blend of strategic planning, operational oversight, relationship building, and business development. The ideal candidate is both a strategic thinker and a hands-on operator, someone who excels at cultivating relationships and delivering measurable business impact.

Working in close collaboration with the College Executive, the A/Dir Partnership is responsible to: (a) lead the portfolio operations to ensure the smooth and efficient functioning of workforce training

program activities, and (b) developing and managing relationships with a range of stakeholder groups involved in the B2B and B2G adaptive growth and diversification priorities.

The A/Dir Partnerships fulfills delegated responsibilities on behalf of the Portfolio Director by providing line management for key personnel—leading with confidence and credibility to constructively hold teams accountable, while supporting their professional growth and performance.

This position is a key member of the high-level strategic team reporting to the Director Partnerships and will be required to work closely with College Executive and the VE Leadership Team to achieve College strategic and operational goals. The incumbent will be required to deputise for the Director Partnership on committees and working groups across the University and College and may be required to act in the Director Partnerships role on occasion.

Reporting Lines

Reports to: Director Partnerships

Direct reports: Up to 5

Organisational Accountabilities

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.

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

- Provide high level planning, influence, business advice and support to the Director Partnership and College Executive team on growth agendas and implement initiative of the College portfolio.
- Lead and implement the concept to deliverable commercial priorities set by the Director Partnership, ensuring staff have the capability and capacity, motivated and equipped to meet or exceed their OKRs and growth targets.
- Lead and respond to timely opportunities, pitching, negotiating and closing high value/impact deals for the College in achieving annual revenue targets.
- Lead project team to support College Executive to deliver against industry/employer training initiatives aligned with RMIT project execution frameworks for global and domestic markets.
- Undertake proactive stakeholder management, leading with integrity and ethics to streamline partner selection and pursuit processes, including the development of high-quality, proposals and business development practices.
- Drive innovative, high-impact partnership opportunities through new pedagogical approaches and other earn while you learn and transnational education (TNE) models.

- Define and manage small teams, set clear expectations, and negotiate contributions from diverse stakeholder groups.
- Drive the effective use of systems and policies—including Client Relationship Management (CRM) platforms and other tech stack solutions to enable B2B admission, payment and online learning management.
- Ensure a thorough understanding of all contractual commitments and deliverables and the legal and regulatory frameworks referenced.
- Lead the development of investment concept notes and business cases to support strategic partnership initiatives, ensuring alignment with College priorities, financial viability, and long-term civic impact.
- Develop and maintain effective relationships with internal business partners.
- Actively participate as a member of the College leadership team to ensure a holistic approach to the delivery of projects are learner and industry centred.
- Serving as a key member and representative of the College leadership team in University forums as required.
- Perform other duties as requested by the Director Partnership.

Key Selection Criteria

1. Extensive experience in business, account management, stakeholder-centric governance, quality assurance and risk management functions within Industry and/or a university environment with a proven track record in achieving growth and diversification targets.
2. Outstanding operational and leadership skills in commercial environment including capacity to initiate, lead and manage change to achieve strategic objectives.
3. Excellent critical thinking, analytical, and business acumen to develop and implement new partnerships (concepts into deliverables) for market expansion initiatives whilst working to tight deadlines.
4. Excellent stakeholder management and interpersonal skills, with the ability to engage and communicate effectively with technical experts, project leads, and senior stakeholders.
5. Demonstrated experience in building collaborative partnerships, influencing and persuading others, and resolving conflict in cross-cultural environments.
6. Highly experienced in financial and resource management, including budget development, monitoring, and reporting within complex projects or operational environments.
7. Extensive staff management experience (direct or indirect) including driving best practice communications and continuous improvement.

8. Proven success in developing and managing strategy, commercialisation and strategic partnerships, preferably within industry and/or a university environment.
9. Commitment to upholding the University's values, and with the outstanding personal qualities of openness, respectfulness and integrity.

Qualifications

Postgraduate qualifications, and significant experience in a senior operational or partnership role.

Note: Appointment to this position is subject to passing a Working with Children Check.

Endorsed:	Signature:	Approved:	Signature:
	Name:		Name:
	Title:		Title:
	Date:		Date: