



Position Description – Associate Director, Planning & Operations

Position Details

Position Title:	Associate Director, Planning & Operations
College/Portfolio:	International & Engagement
School/Group:	RMIT Europe
Campus Location:	Primarily based at RMIT Europe in Barcelona, Spain and the potential to work across other RMIT campuses as required.
Classification:	HEW 10A
Time Fraction:	1.0 FTE
Employment Type:	Continuing/Ongoing position.
Reporting Line:	Executive Director, RMIT Europe

No. of Direct reports: TBC

RMIT Europe

RMIT Europe is the University's European Innovation Hub located in Barcelona, Spain, serving as the gateway for European research, industry, government and enterprise to innovation and talent in Australia and Asia.

Led by RMIT Europe's Executive Director on behalf of the RMIT Europe Board, our objectives include:

- Make an impact in the region through research and innovation and lifelong learning
- Increase capacity and capability for RMIT in Europe, with a focus on high impact European partnerships leveraging funding from the European Commission and other national and international sources
- Develop collaborative opportunities for education with European partners
- Facilitate international experiences for RMIT staff and students with European partners and grow opportunities for global work integrated learning for RMIT students
- Leverage and grow industry partnerships to support the quality and relevance of our education and to ensure the impact of our research
- Strengthen RMIT's reputation and profile in Europe and globally

For more information, visit: <https://www.rmit.eu/> and click [here](#) for a list of current research projects.

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.

Position Summary

The Associate Director, Planning & Operations, is accountable for providing high quality planning, governance and operational leadership and support to the Executive Director, RMIT Europe. The role ensures the effective management of strategic projects aligned with RMIT's planning cycles and activities

in Europe. This position involves developing strategic proposals, implementation plans, and governance frameworks to advance RMIT Europe's objectives and maintain alignment with the University's global strategy.

The Associate Director, Planning & Operations, will oversee operations including HR, IT, Legal, Finance and Office Management ensuring effective collaboration across diverse teams and efficient management of services to support the delivery of RMIT Europe's activities and objectives.

The Associate Director will also work with the Executive Director to define a plan and project manage the implementation of the RMIT Foundation.

The position is a 3 year secondment for current RMIT staff.

Key Accountabilities

Strategic Planning, Reporting and Governance

- Provide the Executive Director high level advice on strategic planning and decision making to ensure alignment with the university strategy and targets.
- Lead on the establishment of data-oriented decision making by establishing reporting tools and mechanisms to record metrics, KPI's, deliverables and performance outcomes reporting.
- Lead governance and reporting for strategic projects impacting RMIT Europe.
- Prepare high quality papers and presentations for committees and act as a key review point for matters requiring Executive Director or RMIT Europe Board's consideration or endorsement.
- Ensure timely submission of governance documents with support of the Executive Assistant.
- Embed strong governance principles, foster effective stakeholder engagement, and ensure effective communication and dissemination of RMIT Europe's activities across the University.

Operational and Business Leadership

- Oversee the effective service delivery of RMIT Europe's activities, ensuring alignment across HR, IT, Legal, Finance, Communications, RMIT systems and external providers, implementing ISO based principles for operational tracking and continuous improvement as appropriate.
- Lead RMIT Europe's business planning processes, providing high level advice, data, reports and papers to support decision making.
- Manage strategic and business planning cycles and assure financial management in collaboration with RMIT Financial Services and local Finance team.
- Negotiate contracts in compliance with RMIT standards and monitor performance against milestones and deliverables.

Project and Change Management

- Lead critical projects, by developing frameworks for project execution, reporting, papers and coordination of planning activities.
- Drive continuous improvement of RMIT Europe's structures and processes, recommending and implementing enhancements and operationalise as required.
- In collaboration with the leadership team and the Senior Manager, HR Strategy, develop strategies for organisational development, manage audits to ensure compliance and efficiency.

Leadership and team management

- Contribute as part of the RMIT Europe leadership team to policy development, fostering collaboration and ensure local policies align with University policies and procedures.
- Manage and develop professional staff in line with RMIT Leadership model to ensure flexibility and responsiveness.
- Deliver other projects as required by the Executive Director.

Key Selection Criteria

Essential:

1. Demonstrated ability to initiate, lead, manage change in complex and dynamic environments.
2. Proven capability to provide strategic advice and operate effectively at both a broad strategic level and detailed operational level.
3. Extensive experience in managing and delivering services within a complex, international

organisation.

4. Strong understanding of governance principles and ability to embed robust frameworks across diverse teams.
5. Demonstrated high-level expertise in change management, quality management and project management across a full project lifecycle using varied methodologies.
6. Evidence of building capability within delivery teams and driving outcome focused execution.
7. Successful experience in developing, interpreting and implementing policy and procedure to achieve organisational objectives.
8. Familiarity with corporate and/or academic governance within RMIT.
9. Proven skills in budget, financial planning, reporting and project management.
10. Ability to manage strategic and business planning processes and assure financial governance.
11. Demonstrated high level conceptual, planning, organizational, problem solving and analytical capability.
12. Capacity to exercise sound judgment, emotional intelligence and initiative when addressing complex problems.
13. Outstanding interpersonal, communication and business writing skills, with the ability to lead, influence, and proven capacity to build productive relationships across diverse cultural and organisational contexts.
14. Demonstrated ability to work collaboratively as part of the leadership team to achieve shared goals.
15. Demonstrated high level computer skills to support reporting, governance and operational accountabilities.

Desirable:

- Working rights in Spain
- Additional European language

Qualifications

A relevant degree that provides numeracy, literacy and analytical skills and significant relevant experience. A post graduate qualification, preferably in finance, business or management would be highly regarded.

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.