



Position Description – Associate Director, University Governance

Position Details

Position Title: Associate Director, University Governance

College/Portfolio: Office of the Vice-Chancellor

School/Group: University Secretariat & Academic Registrar's Group

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 FTE

Employment Type: Continuing

Reporting Line: University Secretary & Academic Registrar

No. of Direct reports: 1

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 Office of the Vice-Chancellor (OVC) Portfolio supports the Vice-Chancellor and President in all aspects of their work, and provides specialist strategic advice on, and has oversight of, enterprise governance, compliance, policy, regulatory, and student lifecycle functions, activities and services.

The OVC Portfolio comprises two groups: the Executive Office, and the University Secretariat and Academic Registrar's Group.

The Executive Office provides strategic, executive, and advisory support to the Vice-Chancellor, and facilitates their engagement with a diverse range of stakeholders including the university community, industry, external partners, as well as the executive and other stakeholders. The Executive Office sets and advises on the "rhythm of the business" to support the flow of ideas and actions across the University, and oversees executive operations including provision of advice and secretariat support for the University Executive Committee. The Executive Office also supports the Vice-Chancellor's strategic work program to ensure longitudinal alignment with RMIT's Mission, Vision, Strategy, and Values.

The University Secretariat and Academic Registrar's Group (USARG) is responsible for a range of governance, compliance, regulatory, and student lifecycle activities from enrolment through to graduation. The USARG operating environment is highly complex in view of more than 99,000 student enrolments across the University in both vocational and higher education programs at campuses in Melbourne, Europe and Vietnam, as well as at several offshore locations in conjunction with educational and industry partners. The USARG has a staff establishment of around 145 EFT across Australia and Vietnam, and an operating budget in excess of \$20 million.

Core University services provided by the USARG include: **Academic Governance and Systems:** government reporting, systems operations, academic and admissions governance; invigilated assessment (accreditation compliance); **Enrolment and Student Records:** student financials governance, student records, enrolment compliance and records, student visa and identity compliance, and global student records; **Completions and Graduations:** program completions and graduation ceremonies; **University Secretariat:** Council Committees and controlled entities; **Education Regulation, Compliance and Assurance:** regulatory compliance and assurance; **Office of the University Secretary and Academic Registrar:** complex and high risk student matters, external review and stakeholder requests, privacy and freedom of information, compliance, central policy, and contract services.

<https://www.rmit.edu.au/about/governance-management/rmit-structure/ovc>

Position Summary

The Associate Director, University Governance leads the University Secretariat, including overseeing the management of the business of Council and its sub committees, Academic Board and its standing committees, as well as controlled entities. The Associate Director, University Governance is responsible for the planning and resourcing for the University Secretariat, holds the role of Deputy University Secretary and provides high quality governance support and advice to the Council, Academic Board and to the University Secretary to support best practice governance for the University.

Key Accountabilities

- Provide high level advice on governance matters at the University to ensure the smooth flow of governance across Council, Academic Board, sub-committees and the controlled entities.
- Lead a community of practice for governance practitioners within the University to enable a connected framework for University governance.
- Provide leadership and direction to the University Secretariat team to ensure preparedness and prioritisation of efforts – with focus on the annual work planning cycle, continuous improvement through streamlining processes, communication and support to ensure simplicity, consistency and clarity.
- On behalf of the University Secretary, prepare high quality briefings, proposals and reports for Council, Academic Board, VCE and Council related to University governance matters.
- Liaise at the highest levels and build strategic relationships to ensure the business of Council and Academic Board reflects the priorities and strategy of the University, including briefing the Chairs on significant matters of governance as required.
- Manage the induction and evaluation activities of Council and Academic Board– including individual feedback, annual evaluation and evaluation of induction activities – analyse feedback and recommend improvement strategies.
- Play a leading role in building functional excellence and growing the ongoing maturity of the University Secretariat operating model in partnership with the University Secretary & Academic Registrar.
- Work closely with the Office of the Vice Chancellor to ensure effective and efficient governance activities.
- Lead a team that manages all matters relating to the conduct of Council, Academic Board and each of their committees, as well as the boards of controlled entities, from agenda- setting to agenda preparation, minuting of meetings, tracking and follow up of all action items, and reporting to the University Secretary & Academic Registrar.
- Develop and maintain a manual of processes, practices and protocols for the University Secretariat that meet best governance practice standards, comply with internal and external regulation, statutes, regulations, policies and procedures, are current, streamlined and relevant to the strategic priorities of the University, facilitate the provision of consistent, globally applicable academic governance standards and structures.
- Develop and implement training, resources and programs to support governance concepts and processes relating to the Council, Academic Board and their committees in accordance with best governance practice.
- Provide advice on the development and review of University legislation, policies and procedures concerning Council, Academic Board and their committees and their governance.
- Develop and implement a communication strategy for University Governance including maintenance of the University Secretariat website and other University communication channels.

- Maintain Council, Academic Board and controlled entity committee papers and documentation in accordance with RMIT's records management framework.
- Represent the University Secretary at meetings when required.

Key Selection Criteria

- Significant experience in leading and influencing others in the achievement of organisational outcomes.
- Strong conceptual, analytical and problem solving skills and the ability to develop and implement practical and workable solutions.
- An excellent understanding of university and/or corporate governance and quality assurance.
- Demonstrated understanding of legislative and regulatory frameworks in particular as they apply to the tertiary education sector.
- Excellent written and verbal communication skills with attention to spelling, grammar and presentation and ability to interact effectively with all levels of the organisation.
- Demonstrated skills in research and report writing for decision-making.
- Proven ability to liaise discreetly, maintain confidentiality and work effectively with people working at very high levels within government and universities.
- Meticulous document management and version control capabilities.

Qualifications

Relevant bachelor degree or above and/or extensive experience working in a university or corporate governance environment.

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.