



Position Description – Business Transformation Lead, Casual Workforce Planning

Position Details

Position Title: Business Transformation Lead, Casual Workforce Planning

College/Portfolio: People and Culture **School/Group:** START Program

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

Classification: HEW10A **Time Fraction:** 1.0

Employment Type: Fixed Term

Fixed Term Reason: Specific Task or Project

Reporting Line: Director People Services

No. of Direct reports: ~2

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.

START Program

The START (Strategic Transformation Academic Resourcing and Timetabling) Program is a coordinated transformation program to modernise academic resource planning and timetabling leading to improved payment assurance outcomes, improving transparency and enabling a more efficient operating model and better experience for students and staff. This role will be aligned with the Academic Resource Planning stream and work closely with other streams.

Position Summary

The role of Business Transformation Lead, Casual Workforce Planning is responsible for leading the transformation of RMIT's casual workforce planning business requirements and interests throughout the design and delivery of the START Program, Pillar Two.

Acting as the primary representative and subject matter expert across colleges and portfolios, the role will provide leadership and direction for the transformation casual workforce planning, incorporating rostering, time capture, and supporting payment assurance and associated business processes. The role will work closely with workforce planning specialists across colleges, People and Culture, and the broader START project team to ensure future-state processes, systems and ways of working deliver the intended business outcomes that align with strategic objectives.

The position will lead the business design effort, including detailed processes, process alignment, change impact assessment and business readiness activities. The role will work closely with the project team and technology vendor to translate business needs into system design and configuration decisions, resolve complex issues, and ensure the delivered solution supports the intended future operating model.

The role will form and lead SME working groups incorporating representatives from colleges, schools and central service areas to provide expert input, validate business requirements and support decision-making throughout the transformation. Through this network, the role will foster collaboration, build consensus on new processes and ensure diverse operational perspectives are considered, creating shared ownership of the future operating model.

Key Accountabilities

- Act as the transformation business lead on the START Program pillar two, focusing on casual workforce planning, ensuring alignment of the outcome with agreed business requirements.
- Establish and lead casual educator workforce planning working groups to understand requirements, assessing impacts and developing future state processes.
- Represent the business needs with regards to casual workforce planning working closely with the project team and vendor to translate into system configuration.
- Oversee and participate in change management, training and associated activities to support adoption and embed new technology and ways of working.
- Oversee user acceptance testing, including development of test cases, coordination of stakeholder participation and sign off.
- Champion service excellence and continuous improvement, acting as a positive advocate for new practices and improved staff experience.
- Support the transition of the START solution to business-as-usual operations, ensuring operational readiness through the establishment of processes, documentation, governance and operating model.
- Manage stakeholder engagement by building relationships, aligning priorities, facilitating effective communication, and influencing decision-making to support successful product delivery and business outcomes

Key Selection Criteria (to be updated)

1. Demonstrated expertise in workforce and academic resource planning, or human resource practices, and associated business processes within a complex tertiary environment.
2. Strong experience in business analysis and process improvement, with the ability to translate operational and academic resourcing requirements into system configuration and workflows.
3. Proven ability to manage multiple streams of work concurrently, balancing priorities and delivering to deadlines across workforce and academic planning activities.
4. Strong ability to represent and advocate for consistent business needs in relation to HR processes, workforce and academic planning, while managing governance and compliance requirements.
5. Demonstrated experience as a business owner or product lead for a complex enterprise system, with accountability for system configuration, functionality, and alignment to agreed workforce and academic resourcing requirements.
6. High-level analytical and problem-solving skills, including the ability to assess complex issues (including workforce and teaching demand), evaluate options, and recommend practical solutions.
7. Proven experience leading a major workstream within a large and complex transformation project, with stakeholder engagement and consultation skills, demonstrating strength in engaging and collaborating with academic, professional, and technical teams, and driving consensus across diverse interests.
8. Demonstrated commitment to service excellence, continuous improvement, and delivering a high-quality staff and student experience, including effective academic resource utilisation.

Qualifications

Degree and/or relevant 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.