



Position Description – Coordinator, Inclusion, Diversity, Equity and Access

Position Details

Position Title:	Coordinator, Inclusion, Diversity, Equity and Access
College/Portfolio:	Education
School/Group:	Students group
Campus Location:	Primarily based at Melbourne City campus, and the potential to work across other RMIT campuses as required.
Classification:	HEW 7
Time Fraction:	1.0 FTE
Employment Type:	Continuing
Fixed Term Reason:	N/A
Reporting Line:	Associate Director, Student Equity
No. of Direct reports:	N/A

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.

Education Portfolio

The Education Portfolio is headed by the Deputy Vice-Chancellor Education and Vice President who leads the planning and implementation of the University's strategies related to RMIT's academic programs and the RMIT student experience. The Portfolio is responsible for services to support the quality of RMIT programs, including the professional development of academic staff, continuous improvement of the student experience, learning and teaching outcomes and the management of learning and research information sources.

The Education Portfolio plays a key role in empowering students to access education, participate actively in the life of the University and achieve successful and fulfilling lives beyond graduation. The provision of a stimulating and satisfying experience for students is a priority for the University.

Students Group

The Students group shapes, designs and delivers key student services and experiences to prepare RMIT students for study, life and the global workforce.

We work in partnership with students, academics, professional staff, industry and the community to deliver transformative student experiences that improve access, participation, retention and success for all RMIT students.

Our objectives are to:

- Shape, co-create and inform an inclusive, safe, industry-engaged and global student experience
- Deliver impactful, connected service, care and development opportunities at scale, and to
- Engage, empower and value each other so that together we can make a difference.

We welcome a diversity of perspectives and are inclusive in our approach to work. We are aligned in our passion for having a collective and positive impact on the student experience at RMIT. Our team is comprised of talented and motivated people from a range of professional disciplines and backgrounds, at various stages of their careers and including RMIT students.

We are a values-led organisation and we value imagination, agility, passion, inclusion, courage and impact.

The Group is led by the Executive Director Students.

Position Summary

This position supports the achievement of the aspirations and actions in the RMIT Inclusion, Diversity, Equity and Access Framework (IDEA Framework) by designing and delivering a number of projects and initiatives, engaging collaboratively with a range of stakeholders. This role works to improve access and outcomes for student cohorts that are prioritised in government policy, the RMIT IDEA Framework, including a focus on LGBTIQ+ inclusion, and the RMIT Inclusive Access Plan. The role will collaborate with other contributors across the breadth of RMIT equity, diversity, inclusion and access initiatives for students. Example tasks include designing and delivering professional development, resources and events for staff and students; providing consultancy advice and partnering with other teams to implement IDEA initiatives in their teams; policy review; and project coordination including reporting on data, initiatives, and outcomes.

Key Accountabilities

- Support the achievement of the aspirations and actions in the RMIT Inclusion, Diversity, Equity and Access Framework and Inclusive Access Plan by designing and delivering a number of projects and initiatives, engaging collaboratively with a range of stakeholders.
- Coordinate inclusion, diversity, equity and access projects, delivering agreed outputs within agreed timelines and by efficient and effective management of resources.
- Support the implementation of inclusive practices at RMIT by designing and delivering developmental opportunities and training and other resources on a range of inclusion, diversity, equity, and access issues.
- Contribute to data analysis, program reporting, evaluation, sustainability, and accountability.
- Prepare reports on related data, initiatives, projects, and outcomes for a range of internal and external stakeholders.
- Complete other duties consistent with the level of the position and focus on the group, as required.

Key Selection Criteria

Essential:

1. Demonstrated understanding of community diversity, with the proven capacity to draw upon related skills and expertise to develop and deliver programs that are targeted and responsive.
2. Demonstrated ability to identify, develop, and deliver a range of innovative and effective programs.
3. Proven experience identifying, developing and maintaining relationships for defined outcomes with a wide range of partners and collaborators, including internal and external stakeholders.
4. Effective planning, organisational, and project management skills, including coordinating staff for the effective delivery of events and programs.
5. High-level communication skills, including experience in the design and delivery of training and information resources, with the proven ability to liaise at all levels with a diverse group of people.
6. Capacity to think and work innovatively, effectively and flexibly in a fluid multi-disciplinary team environment.
7. Experience with program evaluation, data analysis, and implementing continuous improvement practices.
8. Demonstrated commitment to the principles and practice of equity, diversity, inclusion, and reconciliation.

Desirable:

- Experience in Australian tertiary education in a related role.
- We particularly encourage people with diverse lived experiences, identities and/or backgrounds to apply.

Qualifications

A tertiary qualification in a relevant discipline and/or relevant professional experience at a similar level is required.

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.