RMIT UNIVERSITY

Position Description – Governance Senior Officer

Position Details

Position Title: Governance Senior Officer

College/Portfolio: STEM College

School/Group: STEM College Office

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

Classification: HEW 6

Time Fraction: 1.0 FTE

Employment Type: Fixed term

Fixed Term Reason: Replacement employee

Reporting Line: Governance and Quality Senior Coordinator

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.

STEM College

The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industry, as never before.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and lifechanging.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work ready. Under the leadership of DVC STEM College & Vice President, Digital Innovation, we have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community of achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders: STEM College

STEM College Office

The STEM College Office Professional staff provide exceptional and efficient support to the College.

The Learning, Teaching and Quality teams support:
- Quality Enhancement
- Learning and Teaching support

The Professional shared services Group delivers service to all four School across five distinct functions:
- Student Lifecycle
- Planning & Operations
- Technical Services
- Program Lifecycle & Governance
- WIL & Engagement

Relevant digital solutions – such as Workday – are used by the five teams to streamline processes and drive operational efficiencies. The Group's end-to-end professional support ensures a consistent approach to the operational and strategic functioning of the College and adherence to University policies and procedures.

The STEM College Office professional staff are instrumental in providing students with a transformative and enriched learning experience, and in supporting our research and engagement administration activities. Centralised in the STEM College Office, at our City and Bundoora campuses, professional staff members have opportunities to cross-skill, engage in professional development and develop their own career paths.

Position Summary

The Governance Senior Officer will be responsible for providing high level professional support to College committees and administer student complaints and appeals processes. The role will also provide administrative support to other governance related functions where necessary. The role will ensure the program and course lifecycle processes follow an efficient and compliant governance process.

Key Accountabilities

- Coordinate committee business, including briefing committee chairpersons, preparation and distribution of meeting materials, advising on committee terms of reference and operating procedures, coordinating attendance and conducting elections when required.
- Provide advice and written reports on relevant University policies and procedures which may impact on College deliberations, including those pertaining to the administration of College program and course development approvals and student complaints and appeals.
- Develop and maintain databases related to program and course development approvals, student appeals, student complaints and membership/representation on various committees, internal and external to the College.
- Develop and maintain a comprehensive set of standard templates and procedures for use by all staff involved in the provision of governance support.
- Source information to provide to working groups addressing specific issues resulting from committee meetings.
- Liaise with secretaries of related University committees and members of the Academic Registrars Group to ensure committee decisions are implemented.
- Support the program and course development process including the discontinuation of programs (and or courses) where required. Coordinate and support the student staff consultative or similar committees.
- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
- Assist other teams across the portfolio and College as required within the scope of this classification.

Key Selection Criteria

1. Demonstrated administrative experience, preferably in the tertiary education sector, with experience in the preparation of minutes and reporting on arising issues.
2. Sound knowledge of administrative procedures relating to committee procedures, formal voting processes, protocol issues, program and course development approvals and key principles relating to student complaints and appeals.
3. Demonstrated excellent communication skills, and ability to work effectively with people at all levels of the organisation.
4. Demonstrated high level of organisation and time management skills, and ability to process, distribute and file a high volume of committee documents to set deadlines.
5. Demonstrated ability to develop and implement new procedures and guidelines to contribute to organisational efficiency and client service objectives.
6. Demonstrated proficiency in various software packages.
7. Demonstrated ability to contribute effectively in a team.

Qualifications

A degree in a relevant field and/or combination of relevant qualifications and 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.