



Position Description – Head of Employability

Position Details

Position Title: Head of Employability

College/Portfolio: Education Portfolio **School/Group:** DVC Executive

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

Classification: 10C **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: Deputy Vice-Chancellor Education & VP

No. of Direct reports: 3

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 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 (<http://www.rmit.edu.au/about/studentexperience>).

Position Summary

The Head of Employability provides **Education Portfolio leadership** for the design, coordination and delivery of careers and employability initiatives, working in close partnership with Colleges, Schools and key portfolios.

Working with stakeholders across RMIT, the role is responsible for **translating the University's employability strategy into coherent, sustainable and measurable initiatives**, supporting strong alignment between curriculum-embedded career development, industry-partnered learning, co-curricular programs, employer partnerships and student-facing services. The role will also collaborate with RMIT

Entities, including RMIT Vietnam, to support partnership and a joined-up approach to enabling career and employability processes and systems across the RMIT Group.

Reporting to the DVC Education, and a member of the Education Executive, this position is accountable for:

- Driving delivery of RMIT's priority employability initiatives
- Supporting consistency, quality and impact across careers and employability activities
- Fostering cross-university collaboration with Colleges, portfolios and external partners
- Embedding careers and employability as a core component of the RMIT student experience
- Governance and management reporting on careers and employability risks, issues and outcomes

The role has a strong **delivery, coordination and capability-building focus**, enabling a connected and high-quality approach to careers and employability across the University.

Key Accountabilities

Portfolio employability leadership

- Lead the planning and execution of priority careers and employability initiatives to support the ambition of RMIT's Education Plan and KPIs.
- Ensure Portfolio careers and employability offerings build career readiness and address the needs of diverse cohorts including international students, Indigenous students, equity students and early career post-graduation support.
- Work in collaboration with Education Portfolio colleagues to support a cohesive, integrated approach to improving the educator and student experience and outcomes.
- Apply strategic judgement, contemporary sector knowledge and an external orientation to identify and interpret emerging local and global trends, opportunities and risks in careers and employability, shaping Portfolio priorities and direction.
- Provide strategic advice to the DVCE on the development of the University's work integrated learning and embedded careers curriculum activities to address the goals of the Education Plan.

Leadership of Careers & Employability functions

- Provide leadership and direction to teams responsible for careers education, employability programs, employer engagement, Career Connect and co-curricular professional development related services and programs.
- Establish clear performance expectations, shared priorities and consistent service models across portfolios.
- Foster a high-performing, collaborative leadership culture focused on innovation, inclusion and impact.
- Exemplify RMIT's values and the attributes of a senior leader through authentic, inclusive and purpose-driven leadership aligned to the RMIT Leadership Model.

College and Portfolio partnership

- Use influence, judgement and relationship leadership to build strong, trusted partnerships with Colleges and Schools to support the integration of employability priorities within program design, teaching practice and student support.
- Work collaboratively with academic leaders to support the implementation of scalable and discipline-relevant employability approaches.
- Facilitate cross-portfolio or cross-College coordination and alignment where shared approaches, systems or processes are required.
- Support the development of consistent and connected processes and systems underpinning employability program delivery.

Employer and industry engagement

- Collaborate with Colleges, Schools and Portfolios to support a consistent strategic approach to employer and industry engagement, ensuring focus on high-impact partnerships that support student employment outcomes at scale.
- Contribute to the development and application of consistent frameworks and practices for employer engagement, quality assurance and relationship management.
- Support alignment between employability initiatives and broader university partnership and engagement activities.

Data, quality and continuous improvement

- Oversee the use of employability data, student feedback and sector benchmarks (e.g. Graduate Outcomes Survey) to inform planning and improvement.
- Monitor service quality, consistency and impact, ensuring continuous improvement across employability offerings.
- Provide high-quality reporting and insights to the DVC Education, University Executive and governance bodies.
- Lead change initiatives to modernise careers and employability delivery models, including digital, platform-enabled and scalable approaches.
- Build capability across teams in contemporary careers practice and employability pedagogy.

Key Selection Criteria

Essential:

- Demonstrated experience leading the design, planning and delivery of careers and employability initiatives in complex, multi-faceted organisations, with the ability to translate strategic priorities into practical, integrated initiatives that deliver measurable impact.
- Demonstrated ability to identify and interpret emerging trends, research and sector best practice in careers development, employability and education, and to provide strategic advice that informs strategic planning and contributes to the development and refinement of university-wide initiatives.
- Highly-developed stakeholder engagement and influencing skills, with a proven ability to build trust and work constructively with senior academic and professional leaders in complex, multi-stakeholder environments.
- Inclusive and empowering people leadership, including experience building capability and accountability, and fostering high-performing, collaborative and values-led teams.
- Strong systems thinking and strategic problem-solving capability, with the ability to navigate complexity and connect across organisational priorities, structures and stakeholders.
- Resilience, adaptability and sound judgement, with the demonstrated ability to operate effectively through complexity, ambiguity and change.
- Demonstrated ability to use data, evidence and insight to inform decision-making, drive continuous improvement and strengthen impact at scale.

Desirable:

- Demonstrated commitment to Reconciliation and Responsible Practice, with the ability to embed culturally safe, respectful and ethical approaches that support Indigenous self-determination and inclusive student and staff experiences.
- Advanced knowledge of digital platforms, systems and emerging technologies that support careers and employability delivery.
- Commercial and financial management capability, including experience managing budgets and complex resource allocation.

Qualifications

Relevant tertiary qualification and/or extensive demonstrated relevant experience in careers, employability, education, workforce development or a related field at a senior management level.

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.