



## Position Description – Manager, International Partnerships (Southeast Asia)

### Position Details

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<b>Position Title:</b>	Manager, International Partnerships (Southeast Asia)
<b>College/Portfolio:</b>	International & Engagement
<b>School/Group:</b>	International
<b>Classification:</b>	HEW 8 (Ongoing)
<b>Campus Location:</b>	Based at RMIT University's city campus, but may be required to work and/or be based at other campuses of the University

### RMIT University

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RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. 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 three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

## **Why work at RMIT University**

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Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

## **College/Portfolio/Group**

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The International Portfolio is led by the Vice-President International, and consists of the following departments:

- International (leads the development and management of the University's flagship transnational education partnerships)
- Asia Hub
- Asia Engagement
- Operations and Strategic Initiatives

## **Position Summary**

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The Manager International Partnerships (Southeast Asia) works closely with the Associate Director, International Partnerships, to develop and manage strategic education partnerships in the Southeast Asia region. In the first instance, this role will partner with relevant stakeholders to manage the University's longstanding partnership with the Singapore Institute of Management (SIM) and work across the University to progress and develop education offerings in the Southeast Asia region. The role will maintain and expand on extensive market networks and relationships that are strategically aligned and relevant to the successful development of new RMIT opportunities.

The role will assume responsibility for other strategic projects as required.

## **Reporting Line**

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Reports to: Associate Director, International Partnerships

Direct reports: Nil

## **Organisational Accountabilities**

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RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>. Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

## Key Accountabilities

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- Drive the implementation and development of RMIT's Southeast Asia partnerships, including RMIT-SIM partnership specifically, with a core focus on delivering quality offshore partnered education programs, high levels of student satisfaction, effective risk management and the nurturing of collaborative relations with partners for mutual benefit.
- Manage existing international education partner relationships, including the RMIT–SIM partnership. This includes, but is not limited to, planning and delivering partnership governance obligations (such as governance meetings); supporting ongoing partnership assurance reviews; overseeing contractual management, including the development of new agreements and contractual variations; coordinating ongoing and ad hoc reporting; managing inbound and outbound delegation visits; and supporting new program development.
- Provide expert technical and strategic advice to key stakeholders. This includes market research, legal and regulatory considerations, negotiation strategies, risks/benefits, commercial and pricing options, competitor analysis, etc., to enable successful offshore program delivery.
- Develop strong and influential relationships with RMIT Colleges, portfolios and entities, as well as with senior stakeholders within partner institutions, to drive alignment in activities.
- Support the development of new offshore partnerships or other business opportunities for the University. Guide College and Entity leadership toward sound commercial and strategically aligned decisions.
- Undertake various projects which contribute to the growth of RMIT's global footprint, including carrying out ad-hoc and bespoke activities on specific international opportunities or other tasks as directed by the Associate Director, International Partnerships.

## Key Selection Criteria

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- Strategic partnership and business development expertise  
Demonstrated experience in business development and the strategic, operational management of complex partnerships, with a proven ability to influence and negotiate with senior internal and external stakeholders across government, industry and education, including experience developing new opportunities in the tertiary education sector and across cultures.
- Sector and regional knowledge with international experience  
Substantial knowledge of the Australian and international higher education and vocational education and training (VET) sectors, including the successful management of international education programs, with experience in Southeast Asia and the ability to work effectively across diverse Asian cultural and industry contexts.
- Program, project and commercial management capability  
Proven experience concurrently managing large, complex, multi-level projects and programs in international settings, including financial, regulatory and legal analysis; experience working with legal advisors to develop contracts; and strong capability in applying project management methodologies, tools and systems to deliver outcomes.
- Stakeholder engagement and communication skills  
Highly developed interpersonal, communication and presentation skills, with a demonstrated ability to build collaborative partnerships, understand stakeholder needs, influence and persuade in cross-cultural environments, and prepare high-quality strategic briefings and papers for senior executives.

- Strategic thinking, adaptability and delivery focus

Demonstrated ability to think strategically and translate priorities into practical initiatives, while working independently with minimal supervision; effectively managing competing priorities; solving complex problems as they arise; adapting to change; and delivering high-quality outcomes end-to-end.

### **Qualifications**

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- A relevant tertiary education qualification, and/or extensive experience in a related area
- Advanced skills in Microsoft suite, particularly PowerPoint and Excel

Note: Appointment to this position is subject to passing a Working with Children check.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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