

Position Description – Head of Department and Associate Dean (Biomedical Engineering)

Position Details

Position Title:	Head of Department and Associate Dean (Biomedical Engineering)
College/Portfolio:	STEM College
School/Group:	School of Engineering (Department of Biomedical Engineering)
Campus Location:	Primarily based at city campus, and the potential to work across other RMIT campuses as required.
Classification:	Academic Level E
Time Fraction:	Full time
Employment Type:	Fixed Term
Fixed Term Reason:	Secondment Agreement
Reporting Line:	Dean of Engineering

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 in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industry, and to support collaboration across all areas of STEM. The STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 25,000 students. Our vibrant research community attracts funding from a range of government and industry sources in support of high impact research that transforms industries, shapes lives and communities. The College offers 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 life-changing. Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. 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.

School of Engineering

The School of Engineering is one of the largest Engineering Schools in Australia. It has over 350 staff and 8000 students, including 750 HDR students. The School is committed to driving innovation and collaboration through our industry partnerships. Our industry partners range from small companies to multinational organisations and we work together on translating our research into impact for our partners and the wider community. The School consists of seven disciplines

- Aerospace Engineering
- Biomedical Engineering
- Chemical and Environmental Engineering
- Civil and Infrastructure Engineering
- Electrical and Electronic Engineering
- Mechanical, Manufacturing and Mechatronics Engineering

RMIT is a global university and the School of Engineering has students and research partners across South East Asia and Europe. This includes two campuses in Vietnam, as well as partnerships in Hong Kong, Singapore and we recently entered into a partnership with the Birla Institute of Technology and Science in India. The School also has a research centre in Barcelona, which provides access to European funding and industry partners. The size and capability of the School of Engineering at RMIT supports a multidisciplinary, outcome oriented approach at scale. This makes the School a partner of choice in our collaborations with research agencies, other universities, and government, community and industry bodies.

Position Summary

The Head of Department and Associate Dean for Biomedical Engineering is responsible for providing strategic and scholarly leadership for all activities within the Department, including both research, and learning and teaching. The Head of Department is responsible for leading, managing and developing all academic staff within Biomedical Engineering, and a key goal will be to continually enhance the staff experience across the Department. The Head of Department is a member of the School Executive and they will lead the delivery of the School's strategic plans at Departmental level. The role will work with the Dean and the School Executive and provide leadership and direction across all of the activities within the Department. The strategic plans for the School will see additional budgetary control and decision making transfer into each Department. This is designed to provide Departments with more autonomy and enable them to make local decisions, as well as enhance innovation in teaching and research activities. This will place an emphasis on Heads of Departments planning areas for investment and delivering against agreed KPIs. Head of Department will also be expected to take on, and manage, risk.

The Biomedical Engineering department launched in April 2024, designed to focus support for our Biomedical Engineering team, and to ensure this area continues to grow. The School is particularly keen to strengthen our collaboration with the School of Health and Biosciences at RMIT, and also to grow collaborations with advanced manufacturing and materials science researchers both internally and externally. This will provide opportunities for the Head to develop and deliver a bold strategic vision for Biomedical Engineering, which will be supported by investment from the School and STEM College as we continue to grow what will be an increasingly important area for RMIT.

The underlying professor position is a senior academic and eminent researcher in the specialist field, contributing significantly to teaching and research outputs, building capability of staff and promoting strong academic performance. The Professor will provide high level research leadership developing and leading research project teams and programs and fostering a vibrant research culture. He or she will be required to develop a high-quality and productivity-driven research network across RMIT and with external national and global partners. The Professor will also teach and make a significant contribution to teaching and learning in the discipline with the aim of improving learning outcomes for students. The

Professor will make a significant contribution to the planning and strategic direction of the School, taking on major academic leadership roles involving participation in various committees within the School, College and University and external to the University, as appropriate.

Key Accountabilities (Head of Department)

1. Provide academic leadership for the Department, including leading and managing staff within the Department.
2. Lead the delivery of School strategic plans at Departmental level, spanning all areas of research, and learning and teaching.
3. Plan, manage and lead the delivery of KPIs for the Department, and monitor and report on progress to the School Executive and Dean.
4. Work with the School to ensure that research, research training and teaching activities are aligned with School and College objectives, targets, standards and workload models
5. Lead a process of continuous improvement in the student experience with the Department.
6. Maintain the relevance, viability and quality of academic programs with the Department.
7. Develop a culture that embraces change and innovation.
8. Build and maintain effective relationships with internal and external stakeholders.
9. Manage and develop academic staff by providing support, mentoring, work planning and professional development.
10. Work closely with the School leadership to identify opportunities for interdisciplinary teaching, research and industry engagement and for collaborative teaching, research and research with other Schools.
11. Participate in relevant School committees and work across the School leadership team to contribute to the delivery of all key School accountabilities.
12. Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
13. Maintain and develop research and scholarly outputs commensurate with the level of the position
14. Undertake additional responsibilities, as agreed with the Dean.

Key Selection Criteria

1. Strong academic leadership and management skills with demonstrated ability to lead teams and deliver on strategic objectives.
2. Established research record in biomedical engineering at the national level and an internationally recognised research track record through the attraction of external funding with demonstrated capacity to lead and promote excellence in research.
3. Proven record of teaching experience, with an understanding of contemporary learning and teaching priorities and a demonstrated ability to lead improvement of academic standards, including implementing best practice teaching strategies and dissemination of innovative practices
4. Strong knowledge and understanding of industry priorities.
5. Evidence of demonstrated strategic leadership in a large organisational unit or University-wide initiative and effective membership of a management team that developed and achieved shared goals and objectives.
6. Demonstrated experience in financial, governance and quality management systems within a University.
7. Demonstrated high level of interpersonal, communication and negotiating skills including the ability to consult with senior executives, external bodies, produce executive reports, negotiate agreed directions, outcomes and targets within a collaborative environment.

Qualifications

Mandatory: PhD in relevant field combined with knowledge and achievements that meet the professorial criteria

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.