



Position Description – Manager, Central Policy

Position Details

Position Title: Manager, Central Policy

College/Portfolio: Operations

School/Group: Governance, Privacy and Compliance

Campus Location: Based at the City campus, however may be required to work and/or be based at other campuses of the University.

Classification: HEW 9

Employment Type: Continuing

Time Fraction: 1 FTE

RMIT University

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

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

Governance, Privacy and Compliance is responsible for the full range of governance, compliance, policy and contract management services to all areas of RMIT. The team have expertise in governance, compliance management, policy, privacy, freedom of information, contracts, and complaints management.

Governance, Privacy and Compliance is committed to:

- Providing high quality subject matter expertise that is aligned and responsive to the commercial needs of RMIT and the regulatory requirements within which RMIT operates;
- A high level of customer service which means getting to know the different areas of the business areas we service and tailoring advice and support to meet their needs;
- Assisting RMIT to achieve its strategic objectives by working collaboratively with our colleagues;
- Developing and maintaining relationships with subject matter experts within and outside of RMIT to ensure appropriate additional expertise is available when required.

Position Summary

The Manager, Central Policy is primarily responsible for managing the policy governance framework at RMIT. The role provides strategic advice on policy best practice including policy development, review and communication to maintain robust policy governance at RMIT. This position works collaboratively with the University Secretariat, the Compliance team, and other key stakeholders. The Manager provides advice and support to the University Policy Manager, and manages reporting on policy governance to the RMIT's governing bodies.

The Manager, Central Policy is also responsible for maintaining RMIT's policy repository and coordinating policy assurance activities. The position is responsible for managing and quality assuring end user policy content in collaboration with key stakeholders.

Reporting Line

Reports to: Head of Compliance, Privacy and Contract Services

Reports: Policy and Compliance Advisor

Organisational Accountabilities

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

1. Lead the development, implementation and maintenance of policy strategy and an effective policy governance framework to support RMIT's strategic plan and operations.
2. Lead continuous improvement activity and major policy and governance projects and initiatives, including analysing and reviewing policy documents, and identifying the need for and facilitating the development of new policy.
3. Manage policy communication initiatives, training and awareness programs, and guidance to foster good practices, raise organisational capability, and support a robust policy and governance framework.
4. Manage RMIT's policy governance framework, Policy Register, and other online policy resources, ensuring currency and accuracy of content.
5. Oversee policy assurance activities to ensure policy documents are relevant, accurate, current and compliant with the policy governance framework. Prepare regular reports for governance and management bodies on assurance and compliance activities and outcomes.
6. Maintain an in-depth understanding of best practice in creating and maintaining policy content.
7. Manage Central Policy staff, build their capacity and expertise, and support them to achieve their career goals.

Key Selection Criteria

1. Strong knowledge of and experience in enterprise policy administration within a large and complex operating environment.
2. Demonstrated experience in and understanding of the role of governance and policy environments in large organisations.
3. Management experience including staff supervision, identifying and initiating continuous process improvement, and operational planning to support strategic objectives.
4. Excellent interpersonal communication for building productive relationships, including the ability to effectively communicate with and influence a range of people across the RMIT Group and in a wide range of contexts.
5. Experience building organisational capability; in a particular the ability to influence and improve productivity and outcomes.
6. Excellent skills in writing policies, reports for governance bodies, executive briefs, project proposals and communications for the digital environment. Experience in editing and reviewing policy documents.
7. Demonstrated ability to provide strategic advice, work independently, and to achieve objectives while operating within complex organisational structures.
8. Excellent organisational and planning skills and ability to work to deadlines.

Qualifications

A relevant postgraduate qualification and/or extensive relevant experience.

Previous experience within the tertiary education sector would be highly regarded.

Note: Appointment to this position is subject to passing a 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.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
------------------	--	------------------	--