



Position Description – Manager, Gender-based Violence Prevention and Compliance

Position Details

Position Title:	Manager, Gender-based Violence Prevention and Compliance
College/Portfolio:	Operations
School/Group:	Health, Safety and Risk Management
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:	Fixed term to July 2028
Time Fraction:	1.0

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

The Operations Portfolio enables an integrated, enterprise-wide delivery for best practice audience experiences (student, staff and industry). The Portfolio incorporates the following business units: Enterprise Projects and Business Performance (EPBP), Communications, Global Marketing & Student Recruitment, People, Information and Technology Services (ITS), Office of the Chief Operating Officer, Procurement and Property Services Group (PSG).

The Portfolio houses significant drivers and delivery components across our audience journeys and enables the overall experience. The Portfolio is integral in bringing the RMIT strategy to life, across the globe. Each of these functions supports the global operations of the University both directly as well as through its controlled entities.

Position Summary

The Manager, Gender-based Violence Prevention and Compliance will lead RMIT's institutional implementation of the *National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025)*. Working under broad direction, the role provides high-level strategic leadership, project management, stakeholder engagement, and policy expertise to ensure RMIT meets its legislative and regulatory obligations and delivers sustained cultural and organisational change.

The position will manage a diverse project portfolio and liaise across senior governance committees, external stakeholders, and sector partners. The incumbent will oversee policy development, compliance reporting, evaluation frameworks, and the integration of prevention and response measures into RMIT's systems, processes, and partnerships. The position will be responsible for maintaining up-to-date records of compliance activities.

Reporting Line

Reports to: Senior Manager, Gender-based Violence Prevention

Direct reports: N/A

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. Maintain knowledge of the legislative and compliance environment in relation to gender equity and gender-based violence and coordinate timely advice to ensure RMIT meets its obligations to entities such as the Tertiary Education Quality and Standards Agency (TEQSA) and the Victorian and/or Commonwealth governments.
2. Coordinate and support the operational implementation of the National Higher Education Code to Prevent and Respond to Gender-based Violence (the National Code) at RMIT, ensuring alignment with legislative obligations and RMIT's Gender-based Violence Prevention and Response Plan 2026–29 (the Plan).
3. Manage implementation of the National Code to deliver outputs and deliverables within agreed timelines, budgets and quality standards.
4. Coordinate, manage and facilitate RMIT's National Code Working Group, including preparing agendas and papers, recording decisions and actions, tracking progress against the Plan, and supporting cross-functional collaboration so that implementation activities are delivered on time and in line with the National Code.
5. Manage the development, review and integration of policies, procedures and guidelines on gender-based violence prevention and response to ensure alignment with the National Code.
6. Establish and maintain compliance reporting, monitoring and evaluation systems to meet annual reporting requirements to the Department of Education following the National Code.
7. Engage and collaborate with team members of Prevention and Respect team to ensure actions are delivered and completed to ensure National Code compliance and implementation of the Plan.
8. Coordinate the review of third-party arrangements (e.g., accommodation providers, research placements, clinical sites, international partners) to ensure National Code compliance.
9. Participate in sector networks and partnerships and represent RMIT in external forums to share practice and support policy development, thereby reinforcing RMIT's contribution to sector-wide efforts.

Key Selection Criteria

1. Demonstrated leadership and management capability within a complex organisation.
2. Extensive project management experience, including strategy development, risk management, financial management and delivery of large-scale organisational change initiatives.
3. Deep knowledge of gender-based violence prevention and response, with the ability to interpret and apply complex legislative and regulatory frameworks (e.g., TEQSA, Sex Discrimination Act, Work Health and Safety, Positive Duty).
4. Proven ability to conceptualise, develop and review major policies, procedures and strategies with whole-of-organisation impact.
5. Excellent relationship management and influencing skills to engage effectively with senior leaders, staff, students, government and external stakeholders.
6. Demonstrated ability to design, deliver and evaluate training and professional development programs.
7. Strong oral and written communication skills, including the preparation of high-level reports, briefings and presentations for executive and external audiences.
8. Capacity to think and work innovatively, flexibly and collaboratively within a complex and agile environment.

Qualifications

Postgraduate qualification in a relevant discipline such as in the field of public health, health promotion, gender-based violence, gender equity, social work, behavioural science, and/or equivalent work experience and demonstrated experience.

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:
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