RMIT UNIVERSITY

Position Description – Manager, Learning Solutions

Position Details

Position Title: Manager, Learning Solutions

College/Portfolio: Vocational Education **School/Group:** Vocational Education

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

Classification: HEW 9 **Time Fraction:** FTE 1.0

Employment Type: Fixed Term 2 years

Fixed Term Reason: **VE - Fixed Term Short Term**

Reporting Line: Associate Director Partnerships

No. of Direct reports: Indirect project team members, consultants, in-country coordinators

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.

The College of Vocational Education

The purpose of RMIT's College of Vocational Education is to empower learners and our industry, community and government partners to succeed in the new world of work. Our five-year strategic roadmap, ALiVE@RMIT, purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence.
Led by our Deputy Vice Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:
- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

The College of VE is delivering impact through transformation that creates long-term change.

Partnerships
The focus of College of VE's dedicated Partnerships portfolio is identifying, developing and managing industry, community and government partnership opportunities in domestic and global markets. These partnerships are inclusive of the coordination of industry skillsets and short courses. This core industry,

community and government engagement function is a key pillar of what makes RMIT's CoVE offering unique and sector leading.

Position Summary

The Manager, Learning Solutions is responsible for driving the success of both domestic and international education delivery projects, with focus on designing effective learning solutions and models for sustainable implementation across the APAC region. This position works closely with Executive and senior leaders and is responsible for leading the development of outstanding education solutions including overseeing project implementation and monitoring (with delivery clusters), learning and teaching, student services and global engagement teams. A key responsibility is to facilitate the seamless transition from the project bid phase to implementation, in alignment with the broader College/Portfolio teams.

You will lead the development, codesign and implementation of innovative training initiatives alongside College/Portfolio teams. These education solution design elements include but are not limited to:

•**Needs analysis** – identify or clarify stakeholders and their learner needs to inform/recommend solutions,

•**Development**– lead collaboration with internal and external stakeholders to develop and co-create fit-for-purpose training solutions leveraging CoVE's product suite and learning and teaching expertise,

•**Learning model development** – repurpose existing products for scalable, flexible delivery solutions (e.g., online, hybrid, workplace-based),

•**Solution architecture** – map end-to-end architecture required to develop and deliver identified education solutions including delivery pathways, resources, and system requirements,

•**Feasibility and delivery risks** – evaluate operational readiness, financial modelling, and activation risks,

•**Monitoring and evaluation** – establish KPIs and reporting frameworks to track progress, timelines, budget and impact for Executive teams,

•**Innovation and improvement** – apply agile, best practice approaches to refine and future-proof solutions.

Key Accountabilities

- Respond to and operationalise opportunities: Facilitate the transition from bid phase to project execution, ensuring the development of innovative commercial education solutions and a smooth handover for delivery.

- Education solution design thinking: Design and facilitate customer and stakeholder workshops and collaborate with learning designers to curate products and training solutions to support client briefs.

- Lead cross functional teams to develop innovative education solutions from concept development through to successful delivery and implementation, including working with external stakeholders, delivery teams, and service areas to ensure viability.

- Stakeholder Engagement: Effectively manage engagement with stakeholders to develop impactful education solutions.

- Project Management: Establish commercial project tracking and reporting, identifying areas for improvement and innovation.

- Develop briefing papers, agendas and presentations to support Senior Executive meetings with external stakeholders.

Key Selection Criteria

1. **Experience in Education or Training Solution Design** – demonstrated experience designing effective education or workforce training solutions through adapting existing products, frameworks and delivery models (e.g. accredited courses, micro credentials, short courses) to meet stakeholder requirements.

2. **Strategic use of existing capabilities** – proven ability to leverage and adapt existing training products, services and capabilities to meet client or industry needs, while ensuring alignment with organisational priorities.

3. **Stakeholder Engagement** – demonstrated ability to work independently with stakeholders to identify underlying needs, communicate with influence and facilitate codesign. Proven experience engaging a diverse range of stakeholders—including industry, government, educators, and learners—to inform solution development.

4. **Knowledge of learning design principles** – familiarity with contemporary instructional design and digital pedagogy to ensure learning effectiveness, particularly for adult and workplace learners.

5. **Project planning and implementation readiness** - ability to develop clear implementation plans, including timelines, resources and risk mitigation strategies, to enable transition from concept to delivery.

6. **Commercial acumen** – foundation level understanding of financial, regulatory and operational factors in education settings, with the ability to assess feasibility, cost-effectiveness and delivery impact of proposed solutions.

7. **Leading with influence** – proven capability to work with cross functional project teams to deliver commercially viable projects in adult education settings. Demonstrated ability to deliver outcomes, manage priorities and foster a positive, collaborative team environment.

8. **Communication and reporting skills** – excellent interpersonal and communication skills, including the ability to present solution proposals, produce clear documentation and report to executive stakeholders.

9. Relevant experience in a tertiary environment is desirable.

Qualifications

Relevant qualifications and extensive experience in leading projects is mandatory, particularly in the APAC region or international context.
A qualification/certification in Training and Assessment or similar with minimum holding accredited unit TAEDES511 (Design and develop strategies for training and assessment)

Project Management Methodology will be highly regarded (e.g. Grad Cert/Grad Diploma of PM, Prince2, Agile)

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.