



## Position Description – Manager, Policy & Reform

### Position Details

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<b>Position Title:</b>	Manager, Policy & Reform
<b>College/Portfolio:</b>	College of Business and Law
<b>School/Group:</b>	Centre for Innovative Justice
<b>Campus Location:</b>	Based at the Melbourne City campus, however may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 9
<b>Employment Type:</b>	Fixed Term (to 18 December 2026)
<b>Time Fraction:</b>	1.0 FTE

### 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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RMIT's College of Business and Law takes an industry and student-centred approach to its courses and programs, ensuring graduates are work ready and able to tackle business challenges, balance stakeholder needs, act as socially responsible global citizens and create fair and positive futures for all.

The College delivers impactful research informed by industry, which supports its strong position as a College at the intersection of business and technology with social impact. Its important work is underpinned by the principles of quality, collaboration, big ideas and putting people first.

As one of the largest Business Schools in the Asia Pacific region, the College is comprised of five schools – four in Melbourne and one in Vietnam – and delivers a broad range of programs in Business and Law, ranging from Degree to PHD levels.

The College's Business and Law programs are delivered in Melbourne as well as through RMIT Online, with its Business programs also available in Vietnam and through partner institutions in Singapore and Shanghai. The College employs over 1000 staff and delivers programs to over 26,000 students

The College's central operations are located at RMIT University's City Campus in Melbourne and reside in the Swanston Academic and Emily McPherson buildings.

Click [here](#) for further details about the College.

## Centre for Innovative Justice

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The Centre researches, teaches and promotes modern and innovative ways of delivering justice both through formal court processes and within and across the broader justice system.

The Centre's objective is to drive, develop and expand the capacity of the justice system to meet and adapt to the needs of its diverse users, and to contribute in a positive way to addressing the underlying issues that bring people into contact with the justice system.

Click [here](#) for further details about CIJ.

## Position Summary

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The Manager, Policy & Reform will support the Associate Director, Research, Advocacy and Policy to develop and lead projects, with a particular focus on the end-to-end planning and execution of multiple research and fee-for-service projects; managing client and other stakeholder relationships across multiple levels; and working with minimal oversight to manage project teams and deliver project outputs which clearly distinguish the work of the Centre in policy environments and contribute to policy reform. The Manager will provide intellectual leadership, capacity building and support across the team in relation to project design, management and delivery, as well as to advance innovative strategies, laws and policies for delivering justice. The Manager will also contribute to continuous improvement of the Centre's operations, including by identifying and implementing specific initiatives, practices and methods that increase the Centre's impact.

## Reporting Line

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Reports to: Associate Director, Research, Advocacy and Policy  
 Direct reports: 3

## 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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- With minimal oversight from the Associate Director, Research, Advocacy and Policy, manage a portfolio of research and fee-for-service engagements, with a particular focus on policy, law and system reform engagements.
- Plan and deliver multiple projects, including managing client and other stakeholder relationships, leading project teams and overseeing various streams of project activity, ranging from complex consultation processes, formal research with service users and data analysis and reporting.
- Provide intellectual leadership to project teams in the development of frameworks for policy, legal or system reform, ensuring that project outputs advance innovative ways of delivering justice.
- Actively contribute to or lead broader business development activities, including by contributing to the identification, assessment and pursuit of funded research and fee-for-service opportunities; contributing to knowledge translation and thought leadership; and by building and maintaining strong relationships with delivery partners.
- Use understanding of the organisational and broader system environment to build collaborative relationships with key stakeholders and industry partners, with a view to fostering innovation and delivering on the Centre's strategic priorities.
- Actively contribute to the Centre's advocacy efforts, including through the development of issues papers, submissions and by representing the Centre across relevant coalitions.
- Monitor and report on emerging issues, trends and policies within the justice system (and adjacent sectors) in Victoria, Australia and overseas in areas relevant to the research and policy agenda of the Centre.
- Contribute to strategic planning, decision making and continuous improvement of the Centre's broader operations, including by identifying and implementing specific initiatives, practices and methods that increase the Centre's impact.
- Line manage project support roles as required, including by supporting goal setting and management; facilitating formal and informal reviews and feedback; and providing coaching, mentoring and support in the context of a matrix management model.

## Key Selection Criteria

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1. Demonstrated project management experience in a professional services and/or reform environment, including experience delivering complex projects for government and leading multidisciplinary project teams. Experience delivering complex reviews and evaluations will be highly regarded.
2. Demonstrated high level experience in complex research, policy analysis and policy development in a field or fields relating to the work of the Centre, including a track record of producing high quality written publications and influencing policy outcomes.
3. Demonstrated working knowledge of the process of law reform, including government, legislative and political processes, stakeholder engagement, advocacy and public interest litigation.

4. Demonstrated understanding of contemporary issues impacting the justice system and adjacent sectors, and good knowledge of the network of public, private and community institutions and agencies constituting the justice system.
5. Highly developed problem-solving skills, including the capacity to identify and manage strategic risks; develop and implement alternative approaches or solutions; and to foster consensus and joint ownership.
6. Exemplary communication skills, including the ability to communicate complex ideas clearly and with a view to the needs of the audience.
7. Demonstrated ability to work in a self-directed environment and to be accountable for the planning and execution of multiple streams of work, including determining the approaches to be taken; delegating effectively to ensure achievement of project or business objectives; and monitoring and reporting on progress as required.
8. A commitment to social justice, human rights and the promotion of innovative strategies for delivering justice.

### Qualifications

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Relevant tertiary qualifications and/or proven experience in a similar role. A legal qualification is 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.

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