



Position Description – Organisational Development & Employee Experience Lead

Position Details

Position Title: Organisational Development & Employee Experience Lead

College/Portfolio: People & Culture

School/Group: Capability and Employee Experience

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

Classification: HEW8

Time Fraction: 1.0 (Part-time negotiable)

Employment Type: Fixed Term (3 years)

Fixed Term Reason: Specific Task or Project

Reporting Line: Organisational Development & Employee Experience Manager

No. of Direct reports: 0

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.



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.

People and Culture Portfolio

The People & Culture (P&C) Portfolio is comprised of a team of strategic HR professionals who provide outstanding, client focused, proactive and effective solutions and services for all RMIT employees. Our success is achieved by understanding our business and operating as a business partner to our clients. We deliver responsive, innovative and practical solutions and services that allow the University to enter the Future of Work.

The P&C Portfolio operate in a manner that supports the RMIT values and achievement of the RMIT Strategy. By providing tailored, quality human resources services and products and ensuring a high level of expert support and advice, the P&C team will enhance College/Portfolio and Groups ability to meet their business objectives. This in turn will allow the University workforce to better support the current and future student population at the University.

Capability and Employee Experience Team

The Capability and Employee Experience team delivers a range of planned, data driven, evidence-based initiatives that positively impact the University's culture, uplift capability and improve the employee

experience with a particular focus on employee voice and diversity and inclusion. The Capability and Employee Experience team works across all employee levels from emergent to executive providing facilitation, coaching, insight and learning expertise.

The Organisational Development and Employee Experience team, to which this position reports works across a range of organisational development disciplines with a strong focus on strategic priorities as identified in the People Strategy.

Position Summary

The Organisational Development & Employee Experience Lead is responsible for the operationalisation and implementation of staff focused initiatives identified in the People Strategy.

RMIT's reputation as a University of Choice is critical to attract and retain talent; this position looks to innovative strategies to uniquely position RMIT as a leader in developing employee capability and culture. This position plays a pivotal role in building individual, team and total workforce capability and culture to ensure the organisation's strategic objectives can be met, both now and into the future.

Tactically, this role will plan, coordinate, and facilitate high quality capability development and engagement experiences using a range of methods and practices to ensure delivered programs are both impactful and offer a return on investment. The role will work collaboratively with the broader Capability & Employee Experience team, across People and with senior stakeholders and clients across the business, to support the broader people and culture agenda.

Key Accountabilities

- Contribute to strategic projects identified within the Organisational Development and Employee Experience team through OD expertise, change management and project management skills
- Develop a range of organisational development initiatives for the general workforce drawing on contemporary organisational development practices and your own organisational development and change management experience.
- Contribute to specialist research and analysis to support evaluation of the current-state organisation, development and evaluation of future-state organisational design propositions, and identification of the costs and business benefits of change.
- Act as a team member supporting a change initiative by providing analysis, project plan updates, and other support to deliver prescribed outcomes.
- Contribute to and work within an established project management plan to achieve specific goals.
- Interpret data to diagnose development needs and identify possible answers that deliver appropriate developmental strategies at an individual, team and organisational level. Involves navigating a wide variety of processes, procedures, and precedents.
- Introduce frameworks, tools and metrics to provide consistency and a whole-of-University approach to organisational development.
- Take a collaborative, client centred approach to surfacing the development RMIT needs to meet its strategic objectives.
- Leverage the extensive in-house expertise across RMIT to create interventions that are bespoke and RMIT specific.
- Develop and maintain professional and business knowledge to establish a reputation as a credible, informed and creative contributor of Organisational Development. Develop own capabilities by participating in assessment and development planning activities as well as formal and informal training. Develop and maintain an understanding of relevant technology, external regulation, and industry best practices through ongoing education, professional development and reading specialist media.

Key Selection Criteria

Essential:

- Demonstrated experience in a senior organisational development consulting role within a complex environment.

- Proven project management with strong research and analytical skills, including experience in leading and coordinating complex processes and planning implementations at individual, team, and functional levels.
- Excellent verbal and written communication skills, including experience in human centred design and creative thinking to deliver quality OD consultancy and solutions that support RMIT across all organisational levels.
- Proven ability to be agile, customer focused and build collaborative partnerships with all levels of leadership and stakeholders. Excellent analytical skills and proven ability to use data to inform OD initiatives.
- Experience in leading change management, developing and communicating compelling change narratives, and diagnosing barriers to change.
- Proven ability to listen to customers and build deep understanding of specific stakeholder experiences and needs.

Desirable:

- Demonstrated experience in Higher Education, specifically on projects focused on employee experience and/or the academic workforce.

Qualifications

Tertiary qualification in Human Resources and Organisational Development (or equivalent experience) and/or equivalent skills and knowledge with demonstrated experience working in organisational development.

Accreditation in coaching or capability building tools will be advantageous.

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.