



Position Description – Program Lifecycle Senior Officer

Position Details

Position Title: Program Lifecycle Senior Officer

College/Portfolio: STEM College

School/Group: STEM College Office

Campus Location: Primarily based at City and/or Bundoora campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 6

Time Fraction: 1.0 FTE

Employment Type: Fixed term

Fixed Term Reason: Replacement Employee

Reporting Line: Manager, Program Lifecycle

No. of Direct reports: N/A

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.

STEM College

LEARN! GROW! DO!

Together transforming the world through STEM

The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industry, as never before. STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources. Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. We have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community to achieve their potential.

For further information about the STEM College please visit the following site:
<https://www.rmit.edu.au/about/schools-colleges/stem-college>

In STEM we CARE – Collaboration, Accountability, Respect & Empowerment

STEM College Office Professional Staff

The STEM College Office Professional staff provide exceptional and efficient support to the College.

The Learning, Teaching and Quality teams support:

- Quality Enhancement
- Learning and Teaching support

The Professional shared services Group delivers service to all four School across five distinct functions:

- Student Lifecycle
- Planning & Operations
- Technical Services
- Program Lifecycle & Governance
- WIL & Engagement

Relevant digital solutions – such as Workday – are used by the five teams to streamline processes and drive operational efficiencies. The Group's end-to-end professional support ensures a consistent approach to the operational and strategic functioning of the College and adherence to University policies and procedures.

The STEM College Office professional staff are instrumental in providing students with a transformative and enriched learning experience, and in supporting our research and engagement administration activities. Centralised in the STEM College Office, at our City and Bundoora campuses, professional staff members have opportunities to cross-skill, engage in professional development and develop their own career paths.

Position Summary

The Program Lifecycle Senior Officer will support the Coordinator and Senior Coordinator in providing support for all program life cycle activities within the College.

The Program Lifecycle Senior Officer will also liaise across the College and University to ensure quality outcomes and consistency of information with regards to the program and course life cycle.

Key Accountabilities

- Act as liaison with College and University units regarding program and course life cycle activities.
- Coordinate and compile reports, course and program renewal documentation and special projects as directed including programs offered via RMIT Online, OUA and other partners.
- Work collaboratively with the College marketing team to support tailored communication and campaigns for our programs and courses.
- Assist the College in delivering events including Open Days, Expos, information sessions and experience days.
- Work closely with the Profile Planning team, Governance, Quality and Admissions team to ensure that program and course delivery is efficient. Document and review processes that enable this and contribute to a continuous improvement culture.
- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
- Assist other teams across the portfolio and College as required within the scope of this classification
- Other duties within the scope of this classification as directed.

Key Selection Criteria

1. Demonstrated experience in program administration
2. Demonstrated experience in developing and documenting processes.
3. Excellent communication skills with the ability to produce excellent communication materials.
4. Demonstrated capacity to respond to emerging opportunities and changing priorities.
5. The ability to use own initiative and work proactively.

6. Demonstrated ability to work within a team to achieve group goals and a willingness to accept responsibility.
7. High-level IT skills in the Microsoft office suite and proven ability to adapt quickly to University administration software systems.
8. Demonstrated sensitivity to, and awareness of, cultural differences of international students and staff.

Qualifications

Relevant qualification and/or relevant experience.

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.