



Position Description – Program Manager, Australian APEC Study Centre

Position Details

Position Title: Program Manager, The Australian APEC Study Centre

College/Portfolio: International **School/Group:** Asia Hub

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

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

Employment Type: FTC

Fixed Term Reason: Specific Task or Project

Reporting Line: Principal Advisor, APEC

No. of Direct reports: 1-2

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.

College/Portfolio/Group

RMIT International is responsible for advancing RMIT University's global strategy, partnerships and engagement. The Asia Hub leads RMIT's regional presence and initiatives across key Asian markets, deepening collaboration with governments, industry partners, multilaterals and institutions.

The Australian APEC Study Centre, hosted by RMIT University, delivers high-impact capacity-building and policy support programs across the APEC region, with a strong focus on economic cooperation, trade, structural reform and inclusive growth. It works closely with DFAT, APEC fora and sub-fora, and a range of multilateral and regional partners.

Position Summary

This senior role leads a portfolio of complex international development projects, high-value partnerships and capability-building initiatives. It is responsible for ensuring project excellence, financial integrity, stakeholder engagement and alignment with the broader strategic priorities of the International portfolio. The role manages the full lifecycle of major programs, supports strategic business planning, drives continuous improvement, and acts as a senior advisor to the APEC Study Centre and the Asia Hub Leadership team.

Key Accountabilities

Each key accountability should consider RMIT's **Be-Know-Do** leadership model:

- **Strategic project and program leadership**

Lead the design, management and coordination of APEC projects and capacity-building programs, including workplans, budgets, risk, quality and MEL, aligned with APEC and RMIT priorities.

- **Funding acquisition and contract management**
Manage contract agreements, ensuring compliance with financial, procurement and reporting requirements, and prepare high-quality bids, proposals and reports to meet income targets.
- **Capacity-building and program delivery**
Design and oversee delivery of evidence-based, inclusive capacity-building initiatives (e.g. workshops, policy dialogues, fellowships, technical assistance) that respond to regional stakeholder needs.
- **Stakeholder and partnership management**
Build and maintain strategic relationships with DFAT, APEC fora, member economies and other government and non-government partners to maximise impact and visibility of Centre activities.
- **Multilateral and external engagement**
Engage with multilateral organisations (e.g. UN, World Bank, OECD, ASEAN) and represent the Australian APEC Study Centre and RMIT International at meetings, working groups and international forums.
- **Staff leadership and team development**
Provide leadership, supervision and mentoring to project staff, fostering a high-performing, inclusive team culture and contributing to workforce planning, recruitment and performance development.
- **Travel and in-country coordination**
Undertake domestic and international travel across the Asia–Pacific to support project delivery, provide on-the-ground coordination and maintain strong partner relationships.
- **Governance, compliance and institutional contribution**
Ensure compliance with RMIT, DFAT and legislative requirements, proactively manage project risks, and contribute to planning, reporting and profile-raising for the Australian APEC Study Centre and Asia Hub.

Key Selection Criteria

Where appropriate, the Key Selection Criteria should align with the **Be, Know, Do** framework—focusing not only on the skills and knowledge (**Know**), but also the behaviours and attributes (**Be**), and the ability to apply them effectively in the role (**Do**).

1. **Relevant qualifications and experience**
Tertiary qualification (preferably postgraduate) in international relations, development, economics, public policy or related discipline, or equivalent combination of education and experience, with substantial experience managing complex international or regional projects.
2. **APEC and regional policy expertise**
Demonstrated understanding of APEC structures, processes and work programs, and experience working on trade, economic, governance or related policy issues in the Asia–Pacific region.
3. **Project, MEL and contract management**
Proven ability to manage multi-year, multi-country donor-funded projects across the full project cycle, including bid preparation, program design, budgeting, MEL frameworks, risk management and compliance with DFAT or comparable donors.
4. **Stakeholder and partnership engagement**
Strong track record of engaging effectively with senior government officials, donors, development partners and international organisations, including collaboration with multilateral institutions.
5. **Leadership and people management**
Demonstrated capacity to lead, motivate and develop professional staff, mentor early- and mid-career colleagues, and build a collaborative, high-performance culture in a complex environment.
6. **Communication and representation skills**
Excellent written and verbal communication skills, including preparation of high-quality proposals, briefings and reports, and experience representing an organisation in policy and international forums.
7. **Travel and cross-cultural capability**

Willingness and ability to undertake regular international travel, with demonstrated cultural awareness and ability to work effectively with partners from diverse cultural and institutional backgrounds.

8. **Desirable attributes**

Experience working in or with universities, think-tanks or research institutes, and proficiency in an Asian language relevant to the APEC region.

Qualifications

Tertiary qualification, ideally in international development, economics, project management or a related field, with significant experience delivering complex programs.

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.