



Position Description – Quality Enhancement Officer

Position Details

Position Title: Quality Enhancement Officer

College/Portfolio: STEM College **School/Group:** STEM College Office

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

Classification: HEW 6 **Time Fraction:** 1.0

Employment Type: Fixed Term to 31 December 2026

Fixed Term Reason: Replacement Employee

Reporting Line: Senior Manager, Quality Enhancement

No. of Direct reports: Nil

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

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 of achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College. STEM

College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students. We are here to positively impact the world and create the next generation of STEM leaders.

Position Summary

The Quality Enhancement Officer will provide project expertise and support for quality and compliance processes including program development and comprehensive program review. The incumbent will work collaboratively and proactively with key stakeholders including program managers, professional, academic, and teaching staff and the College Quality team to foster learning across programs and schools so that processes are managed in timely and efficient manner.

Key Accountabilities

- Coordinate a range of projects that support continuous improvement of College quality processes and services including academic integrity, WIL, staff qualifications and equivalence and program accreditation.
- Support the comprehensive and annual review processes across all programs, modes and locations.
- Assist with University and College compliance obligation activities, including internal and external audits and Canvas quality processes.
- Gather, collate and analyse data and information to provide advice, recommendations and solutions regarding specific projects and operational procedures.
- Provide support for program and course development and amendments and prepare documentation including program and course guides for meetings/committees and working groups.
- Assist other teams across the portfolio and College as required within the scope of this classification.
- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
- Other duties as required within the scope of this classification.

Key Selection Criteria

Essential:

1. Proven experience in providing high level team and individual staff member support in a complex organisation.
2. Demonstrated ability to draft correspondence to a high standard to internal and external stakeholders.
3. Experience and demonstrated initiative in an environment with changing deadlines and priorities with a high level of attention to detail
4. Demonstrated computer literacy including word processing, presentation software, email, internet and electronic document management databases and the ability to adapt to changing software, digital technology and service delivery requirements.
5. Proven ability to coordinate short-term projects.
6. Proven ability to build and maintain effective working relationships including demonstrable negotiation, liaison and communication skills.

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.