



Position Description – Quality Lead

Position Details

Position Title: Quality Lead

College/Portfolio: College of Vocational Education, Learning & Teaching

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

Classification: HEW 8 **Time Fraction:** 1.0

Employment Type: Ongoing

Reporting Line: Academic Manager, Quality & Compliance

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.

The College of Vocational Education

The purpose of RMIT's College of Vocational Education is to empower learners and our industry, community and government partners to succeed in the new world of work. Our five-year strategic roadmap, purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence.

Led by our Deputy Vice Chancellor, the College of VE delivers vocational education to create unique experiences for our students and partners, so we can:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

The College of VE delivers impact through transformation that creates long-term change.

Position Summary

The Quality Lead will work closely with CoVE program teams, including teachers and program managers to enable the delivery of quality learning and teaching experiences designed to meet the requirements of training packages.

The role will be required to work collaboratively with equivalent roles across the University to ensure

there is a consistent collaborative approach to the development of vocational learning & assessment tools. The role will build compliance capability of educators and will work across the Learning & Teaching Innovation team and Learning & Teaching Delivery teams.

Key Accountabilities

1. Lead and coach program delivery teams in the development of exemplary vocational training and assessment programs and support the documentation of these in the Training & Assessment Strategy (TAS).
2. Contribute expertise and guidance to delivery teams in the development and implementation of assessment methodologies, pedagogical approaches, and quality and compliance processes and procedures to ensure compliance and contribute to high-quality student experiences.
3. Contribute to ensuring compliance and enhancing the overall student experience through the implementation of robust processes and continuous improvement initiatives.
4. Lead key compliance activities and continuous improvement initiatives such as validation, verification of assessment amendments, and provision of Q&C PD.
5. Contribute to the development of new or transitioning training products, providing expertise on CoVE governance processes, compliance requirements and assessment methodologies.
6. Mentor and build staff capability in compliance requirements including competency and currency, validation, RPL and working under direction.
7. Work collaboratively with other teams across the College to progress program development, respond to compliance checks and support reporting on key compliance requirements.
8. Collaborate closely with L&T Innovation to co-design learning solutions.
9. Liaise and collaborate with internal and external services to support University outcomes.
10. Proactively support the team and collaborate across the College to ensure efficient and effective delivery of services to both internal and external customers.
11. Perform other duties as requested by the Manager.

Key Selection Criteria

Essential

1. Expert knowledge of assessment requirements of Training Package qualifications and accredited courses i.e. vocational education competency-based training, ASQA, AQF and CRICOS requirements.
2. Demonstrated experience in the development of training & assessment tools and processes applicable to a range of business programs or disciplines in a vocational educational setting.
3. Highly developed skills in vocational assessment design and mapping assessment tools to the training package units of competency i.e. elements, performance criteria, skills, knowledge and assessment conditions and/or range statement and principles of assessment (Reliability, Fairness, Flexibility and Validity) and rules of evidence (Validity, Currency, Sufficiency and Authenticity).
4. Demonstrated experience in project management in education environments, capacity to lead through influence and proven ability to meet deadlines and project milestones. Demonstrating excellent communication skills and teamwork to influence improvements in assessment compliance and learning and teaching outcomes.
5. Excellent interpersonal skills, demonstrating the ability to work collaboratively with staff across all levels from a coaching and development perspective.

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.