



Position Description – Indigenous Advisor, STEM College

Position Details

Position Title:	Responsible Practice Advisor
College/Portfolio:	STEM College
School/Group:	Office of the Deputy Vice-Chancellor STEM College and Vice-President
Campus Location:	Primarily based at City campus, and the potential to work across other RMIT campuses as required.
Classification:	HEW 8
Time Fraction:	1.0
Employment Type:	Ongoing
Reporting Line:	Report to Principal Advisor to the Deputy Vice-Chancellor STEM College & Project Director, Medicine 2050

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.

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>

Position Summary

The Responsible Practice Advisor supports the implementation of RMIT's Indigenous strategic commitments within the STEM College. The role strengthens relationships, respect, and opportunities for Aboriginal and Torres Strait Islander peoples, and supports culturally responsible and inclusive practices across the College. The position provides coordination, advice and practical support to leaders and staff, working closely with the Ngarara Willim Centre and central portfolios to embed responsible practice principles across the College.

This is an Identified position and being an Australian Aboriginal and/ or Torres Strait Islander is considered a 'genuine occupational qualification' in accordance with sub-s 26(3) and s 28 of the Equal Opportunity Act 2010.

Key Accountabilities

- Lead and enable the embedding of Responsible Practice across the STEM College by supporting College leaders to translate the Indigenous Strategic Commitments into everyday leadership behaviours, decision-making and planning, aligned to the STEM College Strategic Execution Plan and University-wide frameworks, with accountability for outcomes retained by leadership.
- Facilitate and manage the STEM Responsible Practice Committee, including agenda design, invited contributors and cross-University engagement, ensuring the committee operates as a dynamic forum for connection, reflection, shared practice, and constructive challenge that stimulates creativity, capability and momentum across the College.
- Design and implement a strategic and ongoing approach to STEM leadership exposure and engagement, ensuring the STEM Executive, Deputy Deans and other leaders are regularly involved in reflective, challenging and practice-focused Responsible Practice conversations that build confidence, capability and shared accountability through the existing committees or groups across the College.
- Provide advice to College leaders and staff on Responsible Practice initiatives, cultural protocols and Indigenous engagement, with a deliberate focus on strengthening leadership judgement and capability.
- Coordinate and contribute to projects, events and communications that advance Responsible Practice and celebrate Aboriginal and Torres Strait Islander cultures, prioritising initiatives that drive institutional learning, leadership ownership, and cultural confidence over stand-alone or symbolic activities.
- Collaborate with the Office of the PVC Indigenous Education, Research and Engagement and relevant University portfolios to embed Responsible Practice principles into College operations
- Monitor and report on progress against College Responsible Practice actions and priorities, surfacing risks, capability gaps, enablers and exemplar practice for College and School leadership consideration.
- Actively support and connect School-based Responsible Practice Facilitators and interested STEM staff through advice, practical support, shared resources and connection, recognising time constraints and enabling embedded approaches appropriate to local context, capacity and maturity.
- Represent the College in relevant University committees, working groups and communities of practice, using these forums to strengthen alignment, bring external perspectives and emerging practice into STEM, and feed insights back to College leaders to inform priorities and decision-making.

Key Selection Criteria

1. 'Aboriginality' or 'Must be of Australian Aboriginal and/or Torres Strait Islander heritage' as an 'Essential Selection Criteria'
2. Demonstrated understanding of reconciliation, Aboriginal and Torres Strait Islander cultures, and the principles of cultural safety and culturally responsible practice.
3. Proven ability to work effectively with Aboriginal and Torres Strait Islander peoples, communities and organisations.
4. Excellent interpersonal and communication skills with the ability to influence and build constructive relationships to deliver impact.
5. Proven experience in coordinating projects or programs with multiple stakeholders.
6. Strong organisational and analytical skills with attention to detail.
7. Demonstrated commitment to equity, diversity and inclusion in a university or similar context.
8. Demonstrated ability to work co-operatively and flexibly as a member of a team.
9. Proven ability to work autonomously, manage competing priorities and deadlines and meet reporting requirements.

Qualifications

- A relevant tertiary qualification and experience in a related field.
- Experience in a tertiary education environment is desirable.

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.