



Position Description – Responsible Practice Advisor

Position Details

Position Title:	Responsible Practice Advisor
College/Portfolio:	International and Engagement Portfolio Policy Strategy & Impact Portfolio Operations Portfolio
School/Group:	Office of the DVC, International and Engagement Portfolio
Campus Location:	Based at the City campus
Classification:	HEW 8
Employment Type:	Continuing
Time Fraction:	1.0

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.

RMIT University

RMIT University RMIT is a multi-sector university of technology, design, and enterprise with more than 96,000 students and close to 10,000 staff globally. The University's mission is to help shape the world through research, innovation, and engagement, and to create transformative experiences for students to prepare them for life and work.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton, and Bendigo, two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy, and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students, and community.

Our three campuses in Melbourne (City, Brunswick, and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

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 Responsible Practice Advisor will work closely with a wide range of university portfolios to embed Responsible Practice across RMIT. This includes the Operations Portfolio, which delivers enterprise-wide support services that enable the University's learning, research and engagement activities; the Policy, Strategy and Impact Portfolio, which provides specialist policy advice and strategic consulting to guide institutional priorities; the International Portfolio, which drives RMIT's global strategy, partnerships and operations across Vietnam and Europe; and the Engagement Portfolio, which leads communications, global marketing and recruitment, alumni relations, partnerships, philanthropy and public engagement. Through strong collaboration with these groups, the role will help ensure Responsible Practice principles and are integrated into core strategies, policies, operations and engagement activities, contributing to a more inclusive and impactful RMIT.

Position Summary

The Reconciliation Advisor will be a well-supported and key member of the RMIT network, providing advice and support across the PSI, Operations, International and Engagement Portfolios to develop and implement portfolio and University-wide initiatives related to the engagement of Aboriginal and Torres Strait Islander staff, students and partners, and the cultural capability of portfolio staff.

The Reconciliation Advisor will be responsible for facilitating the implementation of key Responsible Practice initiatives within each portfolio, including staff capability with regards to RMIT's Indigenous Strategic Commitments, and will build strong connections with Indigenous communities and organisations to co-design Indigenous led approaches to all each portfolio's strategic direction.

The incumbent report into the International and Engagement Portfolio but will work collaboratively with the Operations Portfolio, Policy Strategy and Impact Portfolio and Office of Indigenous Education, Research & Engagement to support efforts to embed Responsible Practice into how we work at RMIT.

The role works to achieve the ambitions outlined in RMIT's 9-year strategy, Knowledge with Action.

[rmit-strategy-knowledge-with-action.pdf](https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety)

Reporting Line

Reports to: Associate Director, Office of the Deputy Vice Chancellor, International and Engagement

Direct reports: Nil

Organisational Accountabilities

RMIT University is committed to the health, safety, and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy, and trade practice.

RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community.

Read about our commitment and child safe practices:

<https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Drive and implement Responsible Practice initiatives and Indigenous Affairs at RMIT, and champion, promote and support reconciliation and Aboriginal and Torres Strait Islander peoples at RMIT.
- Coordinate the development of frameworks and strategies to build the cultural capacity and capability of Portfolio staff and students and lead and manage implementation across all 3 Portfolios.

- Build constructive working relationships and influence internal stakeholders to achieve desirable outcomes for each Portfolio.
- Advise Portfolio leadership on the implementation of each Portfolio's Indigenous strategic plans, including: the Indigenous Employment Action Plan; and the Indigenous Research Action Plan.
- Work with the [Office of Indigenous Education, Research & Engagement \(OIERE\)](#) team to deliver 'Indigenous Strategic Commitments' of the RMIT strategy and advise Portfolio leadership on aspects of Indigenous Engagement.
- Work with the [Ngarara Willim Centre](#) to facilitate support and outcomes for Aboriginal and/or Torres Strait Islander students and community who access Portfolio programs.
- Participate and actively contribute to the Indigenous community of practice across the organisation.
- Support and promote significant national Indigenous events within each Portfolio and University-wide.
- Attend regular committee meetings, including individual Portfolio Ngulu Indigenous Advisory Groups and represent each Portfolio where required.
- Other duties as required by leadership, within the scope of the classification.

Key Selection Criteria

1. Must be of Australian Aboriginal and/or Torres Strait Islander heritage.
2. A demonstrated commitment to advancing meaningful reconciliation with Aboriginal and/or Torres Strait Islander peoples through personal practice and a highly developed understanding of the systemic barriers and challenges experienced by Aboriginal and Torres Strait Islander communities specifically, but not limited to, Victoria.
3. Connections with the Victorian Aboriginal community and demonstratable knowledge of Aboriginal and Torres Strait Islander cultures and organisations.
4. Proven experience working with diverse stakeholder groups, sensitively and effectively, to drive an Indigenous self-determination agenda.
5. Experience in the development and management of programs, project management and researching policy within a complex organisation to drive desired outcomes in line with strategy.
6. Proven management skills, including the capacity to initiate and assist in continuous improvement in a dynamic environment and to provide strategic advice and support to senior management.
7. Demonstrated strong interpersonal and communication skills, including a proven capacity to build and maintain productive relationships with a wide range of internal and external groups, which include Indigenous community, industry partners and internal business units.
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

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.

The successful applicant is required to provide confirmation of their Australian Aboriginal and/ or Torres Strait Islander heritage.

A degree with appropriate experience; or an equivalent combination of relevant experience and/or education/training.

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.

Endorsed:	Signature:	Approved:	Signature:

	<p>Name: Jimmy Waters</p> <p>Title: Associate Director, Office of the DVC, International and Engagement</p> <p>Date: 20 October 2025</p>		<p>Name: Layton Pike</p> <p>Title: Deputy Vice-Chancellor, International and Engagement</p> <p>Date: 20 October 2025</p>
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