Position Description – Advisor, Safer Community

Position Details

Position Title:	Advisor, Safer Community
College/Portfolio:	Operations
School/Group:	Health, Safety and Risk
Campus Location:	Based at the Melbourne campus, but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 7
Employment Type:	Fixed Term (replacement employee)
Time Fraction:	1.0 FTE

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally-focused graduates.

With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

We are also committed to redefining our relationship in working with and supporting Aboriginal 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

We're proud to share with you:

- The launch of our second **Reconciliation Plan for Dhumbah Goorowa– a "commitment to share" - an important step in our reconciliation journey.**

- RMIT University is an **Athena SWAN** member with Bronze Award accreditation and the College of Science, Engineering and Health is central to driving improvements in gender equality, diversity and inclusion, particularly in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines.
- RMIT was placed **10th in the 2019 Randstad Employer Brand Research Awards**, up five spots from 2018.
- We were named as an **Employer of Choice for Gender Equality** by the Workplace Gender Equality Agency three years in a row!
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018, 2019 and 2020.
- We were recognised as a **top five employer in 2018 for workplace accessibility** by the Australian Network on Disability and awarded with **Disability Confident Recruiter Accreditation** in 2020.
- In 2020, RMIT University has become the first Australian institution to receive the **HR Excellence in Research Award,** recognized by the European Commission.

RMIT Standings in university rankings

We are ranked **#1 in the world** for our efforts to reduce inequality in the Times Higher Education (THE) Impact Rankings 2020.

RMIT has a deep commitment to innovation, research and teaching, we are a 5-Star university under the QS Stars international evaluation system and are **223rd globally in QS World University Rankings 2021** (moved up 15 places compared to 238th last year), being also 18th in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2020 QS World University Rankings by Subject, RMIT was positioned 11th in the world (highest ranked in Australia) in Art and Design, 22nd in the world (fourth highest in Australia) in Architecture and the Built Environment, and 37th in Media and Communications. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).

- In the 2020 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and Media Studies. The 2018 Shanghai Ranking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.

- In the specialised rankings, RMIT is ranked 77th in the QS Graduate Employability Rankings 2020 and 82nd in the inaugural Times Higher Education University Impact Rankings 2019.

- RMIT has moved up 51 places in the 2021 Times Higher Education World University Rankings, strengthening its reputation as a leading global university. The University has leapt more than 150 places since 2015 and is now ranked in the **top 301-350 band**.

- RMIT continued its strong performance in the 2020 CWTS Leiden Ranking, which ranks the world's top research-intensive universities, moving up 21 places to be ranked **293rd globally** on proportion of international publications, and **ranking 225th** on proportion of top 5% publications, up 120 places from 2019.

   For more information, visit www.rmit.edu.au/about

College/Portfolio/Group

The Operations Portfolio enables an integrated, enterprise wide delivery for best practice student and staff experiences.

The Portfolio incorporates the following business units: Enterprise Project & Business Performance (EPBP), University Communications (UC), Experience, People, Information and Technology Services (ITS), Office of the Chief Operating Officer (OCOO), Property Services Group (PSG), Procurement, and Project Pi (Pi).

The Portfolio houses significant drivers and delivery components across the staff and student journeys and enables the overall experience for both groups. The Portfolio is integral in bringing the RMIT strategy to life, across the globe. Each of these functions supports the global operations of the University both directly as well as through its controlled entities.

The People team leads the strategic people agenda of the University and provides high-quality human resources services to enhance the ability of Colleges, Portfolios and Groups to deliver on the University's objective of preparing students for life and work.

Position Summary

Safer Community is a central intake service providing a supportive, victim-centric response to both staff and students who have experienced sexual harm. As a member of the Safer Community team, the Advisor's role is to provide an empathetic intake response to disclosures of experiences of sexual harm, family violence, threatening or inappropriate behaviour.

The role also involves proactive engagement with students who may be exhibiting behaviours of concern and addressing these through the appropriate avenues within the University and externally. The Advisor will provide brief, solution focussed support and case management to students who access the Safer Community Service, including exploring support options, assessing risk and safety issues and referral to internal RMIT student and community supports.

The Advisor will also provide a secondary response role to the Senior Advisor Child Safe in responding to Child Safe concerns, relating to operational responses, including risk assessments and reporting obligations in the absence of the Senior Advisor Child Safe where necessary and the secondary support of the embedding of the Child Safe Framework.

The Advisor will provide secondary consultations to staff in relation to the management of problematic behaviour and how to support vulnerable and at-risk students, working collegially with the full range internal and external stakeholders. RMIT has adopted a restorative engagement process and the Advisor will play a role in supporting assessment for and participation in the process by those who make a historic report.

Reporting Line

Reports to: Senior Coordinator Safer Community

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.

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

- Respond to all staff and student disclosures of an incident of sexual harm, inappropriate, threatening or concerning behaviour, as well as responding to concerns about the safety and well-being of under 18's.
- Provide short term case management support, including where appropriate the development of risk assessments and safety planning for all parties.
- Provide support, advice and guidance on options and assistance to navigate the university's structure and processes and to make a report (Police, University Human Resources, Student Complaints or Student Conduct) where appropriate.

- Providing secondary consults to both academic and professional staff and external stakeholders
- Developing relationships with key University stakeholders.
- Providing interventions with students engaging in behaviour of concern from diverse communities, including those from CALD backgrounds and students with a disability including mental health.
- Maintain confidential case records and prepare case reports as required.
- Assess the suitability of RMIT's restorative engagement framework in relation to a historic disclosure and where appropriate, guide and support the complainant through the restorative engagement process.
- To provide support to the Senior Advisor Child Safe in managing Child Safe concerns, including risk assessments, reporting requirements and engagement with at risk under 18 students.

Key Selection Criteria

1. Demonstrated high level expertise in case management and risk assessment.
2. Demonstrated awareness and understanding of prevailing issues that relate to sexual harm and gender-based violence, particularly in a tertiary education setting.
3. Experience and awareness of the issues relating to under 18 students and the appropriate risk management strategies.
4. Experience and understanding of the impact of intersectionality in relation to marginalised and minority groups in promoting best practice in the response relating to all parties.
5. Established expertise in the maintenance of comprehensive case records. Experience and knowledge of privacy legislation and due process.
6. Highly developed writing skills and presentation skills.
7. Proven ability to exercise initiative, to solve complex problems and make recommendations. Sound judgement on when to seek advice.
8. Strong interpersonal and influencing skills. Proven ability to communicate effectively to a broad range of individuals and groups, and to work across internal and external service boundaries.
9. Proven high-level organisational skills, with a strong ability to set priorities, plan and organise unpredictable workloads to achieve specific objectives to meet tight deadlines.
10. Personal resilience, well developed selfcare skills, and the capacity to maintain appropriate boundaries.
11. Ability to work independently and collaboratively within a team.

Qualifications

Tertiary qualifications in Psychology, Social Work, Criminal Justice, and demonstrated experience in working with people who are vulnerable.

Note: Appointment to this position is subject to passing a **Working with Children** check.

Endorsed:	Name: Dawn Tunnicliffe
	Title: Senior Manager,
	      Safer Community
	
	Date: 18 August 2025
		Approved:	Name: Shelley Cusson
			Title: Executive Director
			      Health Safety and Risk
			
			Date: 1 September 2025