



Position Description – Senior Advisor VE Policy & Strategy

Position Details

Position Title: Senior Advisor VE Policy & Strategy

College/Portfolio: College of Vocational Education
School/Group: Governance & Strategic Initiative

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

Classification: HEW 9 **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: Director, Governance & Strategic Initiatives

No. of Direct reports: Two

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 next evolution in vocational education at RMIT will need to meet people where they are and take them where they want to go.

RMIT's College of Vocational Education will be ready for the challenge, guided by the [EVOLVE@RMIT](#) Roadmap.

EVOLVE sets a bold agenda and reflects our ambition to lead in industry-connected, learner-centred education to deliver real-world impact.

The EVOLVE Roadmap will contribute to the overarching vision of RMIT's Knowledge With Action Strategy and will support collaboration with stakeholders across colleges and portfolios while also maintaining a distinct VE focus to ensure we can shape the university's future as a connected and future-facing vocational institution.

Our five Roadmap actions are:

- Offer transformative education experiences to all students
- Connect across RMIT and industry for applied research
- Respond at pace and scale to industry, government and communities
- Grow our impact as the leading multi-sector provider in our region

- Invest in our people and organisational enablers to support our success

Position Summary

The Senior Advisor VE Policy and Strategy reports to the Director, Governance & Strategic Initiatives and will play a key role in the design and delivery of strategies to maximise the impact of College of VE's external policy and engagement work, with a key focus on government policy and external opportunities. This position also plays a key role in internal governance and reporting, which is done in collaboration with the Director to manage, develop, and execute the VE strategy, and to manage content and submissions to key University forums and committees.

The Senior Advisor VE Policy and Strategy is responsible for the analysis of existing and new/proposed public policy and the assessment of the ongoing impacts for RMIT University of these policies, specifically in the area of vocational education/TAFE and the broader post-secondary training sector. The position will also be responsible for the preparation of policy and other submissions to both state and federal governments.

This position handles a wide range of government and public policy matters, including undertaking detailed research and data analytics to inform senior-level decision making.

A strategic thinker with a strong understanding of the policy landscape and a keen eye for detail, the Senior Advisor VE Policy and Strategy will work to consolidate learning from across the College's projects and will prepare briefings/reports on a range of topics and will drive the development and implementation of a dissemination strategy to ensure that the College work and impact is more broadly known, connected and understood by key stakeholder groups.

The Senior Advisor VE Policy and Strategy will work with the Director to oversee and coordinate College of VE governance, reporting and risk, supporting the management of governance frameworks and procedures, and developing papers, presentations and submission to internal and external committees where required, and award nomination submissions.

Key Accountabilities

- Analyse, interpret and synthesise complex information from diverse sources to develop strategic insights, inform decision-making, and provide high-quality advice to the Director, DVC and College Executive.
- Provide expert analysis of existing and emerging public policy, developing clear policy positions, briefings and executive summaries to strengthen RMIT's influence in the vocational education and broader post-secondary sector.
- Lead the development of policy submissions, funding proposals and strategic content that positions the College of VE to respond to government priorities and external opportunities.
- Coordinate and deliver high-quality briefing materials and insights to support engagement with government, peak bodies and senior external stakeholders.
- Drive the preparation of executive-level communications, including presentations, reports, policy submissions and award nominations for internal and external audiences.
- Lead and manage governance, reporting and risk activities for the College of VE, including coordinating committees, preparing papers and presentations, and ensuring timely follow-up of actions.
- Provide strategic advice and support to the Director and College Executive to enable effective governance, planning and delivery of the VE strategy.
- Identify, develop and implement opportunities to enhance the College's policy influence, external engagement and dissemination of impact.
- Lead or contribute to strategic initiatives and projects that support delivery of the College of VE priorities and the EVOLVE roadmap.
- Build and maintain effective, collaborative relationships with internal and external stakeholders to support shared outcomes and strengthen RMIT's policy and sector positioning.
- Role model RMIT values and demonstrate the behaviours aligned to the Be-Know-Do Leadership Model, including fostering inclusive practices, applying sector expertise, and driving accountability and outcomes.

Key Selection Criteria

- Demonstrated strategic thinking capability, including the ability to position initiatives within a broader organisational and external context and identify connections across multiple priorities.
- Highly developed conceptual, analytical and problem-solving skills, with the ability to synthesise complex and ambiguous information into clear, evidence-based insights and recommendations.
- Excellent communication skills, with the ability to convey complex information clearly and effectively to diverse audiences using a range of methods, and to produce high-quality professional materials within tight timeframes.
- Demonstrated ability to influence, build relationships and collaborate effectively with senior stakeholders, including executives, government representatives and external partners.
- Proven experience in analysing policy and evidence to develop clear and credible policy positions, submissions and strategic advice.
- Demonstrated ability to identify opportunities, design innovative approaches and lead the delivery of strategy informed by analysis and insight.
- Experience operating in complex organisational and policy environments, with strong judgement and the ability to manage competing priorities.
- Working knowledge of legislative processes and government policy frameworks at state and/or federal level is desirable.
- Knowledge of the vocational education and training sector and/or post-secondary education landscape is advantageous.

Qualifications

Relevant qualifications and proven experience in a mid-senior level role in either the education sector or relevant industry

A relevant tertiary qualification is highly desirable and/or significant 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.