



## Position Description – Senior Advisor, Workforce Planning

### Position Details

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**Position Title:** Senior Advisor, Workforce Planning

**College/Portfolio:** College of Business and Law      **School/Group:** Students & Operations

**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:** Fixed Term

**Fixed Term Reason:** Replacement Employee

**Reporting Line:** Manager, Workforce, Planning and Reporting.

**No. of Direct reports:** 0

### RMIT University

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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?

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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

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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

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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

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As one of the largest Business Schools in the Asia Pacific region, the College of Business and Law is comprised of five schools – four in Melbourne and one in Vietnam - delivering a broad range of programs in Business, ranging from Certificates up to PHD levels. Many programs articulate between Vocational Education and Higher Education, creating pathways for further study. RMIT Business programs are delivered in Melbourne, Vietnam, Singapore, Shanghai and Jakarta, as well as through Open Universities Australia (OUA) and RMIT Online. The College has an annual budget of approximately \$280 million, employs over 1000 staff and delivers programs to approximately 30,000 students (20,000 EFTSL).

In line with RMIT's vision to be recognised as a global university of technology, design and enterprise, the College mission is to deliver in a global context innovative, industry-engaged education and applied research connected to business. The College assists in achieving the ambitions of RMIT's new five-year strategic plan Ready for Life and Work by making active contributions towards life-changing experiences for students, creating passion with purpose for its staff and shaping the world with impactful research and global reach. In particular, the College has defined a number of initiatives which are summarised in three priority areas: enterprising, student experience and international mobility.

The College is located on RMIT University's City Campus and resides in the state of the art Swanston Academic and Emily McPherson buildings. For further details about the College, please visit: <https://www.rmit.edu.au/about/our-education/academic-colleges/college-of-business>

## Position Summary

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The Senior Advisor, Workforce Planning is responsible for developing and maintaining College strategic workforce initiatives, including professional development, wellbeing and engagement plans, ensuring alignment with key sources of planning data and accuracy of information.

Working with a range of stakeholders across the College's Melbourne Schools, the Senior Advisor manages the annual academic workloads process, including coordination of associated governance activities and communications. In this role, the Senior Advisor ensures that the College meets the requirements under the Enterprise Agreement.

In addition to these large initiatives, the Senior Advisor acts as a senior leader in the College to drive workforce planning activities such as reporting and financial modelling, and provide guidance and recommendations to Senior College leaders on these matters.

## Key Accountabilities

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1. With direction from the Associate Director, Planning, Operations, and Business Transformation, drive the College's strategy and approach to workforce planning, providing advice and recommendations for continuous improvement.
2. Lead Workforce Planning and Reporting team to ensure that workforce planning is data-informed and that methodologies for workforce planning projections are tested and supported. Work collaboratively with the Manager, Workforce, Profile and Reporting to ensure alignment of approach from forecasting through to reporting.
3. Manage the annual process for Academic Workloads, including coordination of dependant activities such as election of representatives, communications to academic and executive staff. Ensure that the College meets the requirements set out in the enterprise agreement for consultation around academic workload models and the formation of academic workload allocation committees. Provide high level advice and support to the College Executive to support all annual processes relating to academic workloads.
4. Coordinate the planning, scheduling and delivery of Professional Development (PD) across the College, using workforce data and strategic priorities to develop and maintain the annual professional development plan. This includes the integration in, and alignment of WF and PD within the College SEP.
5. Lead professional staff PD, including collecting and reporting participation and outcomes data, and evaluating impact and effectiveness against College priorities to inform continuous improvement.
6. Support the College's staff engagement and wellbeing strategy, including management of plans, overseeing centralised support for key staff lifecycle activities, and driving continuous improvement.
7. Provide oversight for the development of tools and resources to support academic workload management and expense tracking, including providing guidance to the Senior Officers Reporting, and Workforce Planning regarding the development of academic workload tracking tools, and related reports and dashboards.
8. Provide oversight for the delivery of cost modelling, timetable and casual pay reporting, and student-related reporting. Provide guidance to senior College Leaders regarding College reporting requirements and continuous improvement.
9. Support the General Manager, Operations and Associate Director, Planning, Operations, and Business Transformation, with initiatives related to workforce planning as required. Act as key College senior representative for workforce planning, working collaboratively with counterparts in other Colleges to continuously improve business processes.
10. Manage and participate in projects in alignment with accountabilities.
11. Any other duties as directed.

## Key Selection Criteria

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1. Experience in workforce planning and the provision of advice and recommendations on the development of plans, tools and reporting to support this process in a large organisation.
2. Demonstrated experience in establishing and developing systems, tools, and processes to support strategic and operational planning, preferably in the tertiary education environment.

3. High level interpersonal skills, ability to develop strong working relationships with staff at various organisational levels and influence internal and external clients.
4. Demonstrated diagnostic, analytical and problem-solving skills, with the proven ability to exercise autonomous judgement and provide creative solutions to complex business problems.
5. Demonstrated project management experience, including the ability to initiate, coordinate, and deliver projects through effective planning, resource allocation, communication, negotiation and stakeholder management, and conduct post-project evaluation and reporting.
6. Proven digital capabilities and technological understanding with an ability to use a variety of tools to ensure an end-to-end technology supported process and visualisation of outcomes.
7. Demonstrated ability to interpret and apply policies, procedures and systems and provide sound strategic advice in relation to operational and strategic planning.
8. Demonstrated ability to simultaneously manage complex tasks within a changing environment with the flexibility to adapt to new systems, processes, and work practices, and particularly in leading staff and stakeholders through change.
9. Leadership skills including the capacity to initiate, lead and influence in a challenging and dynamic environment and to provide strategic advice and support as a key advisor to an executive.
10. Demonstrated ability to forge collaborative relationships across organisational boundaries and to connect and work with diverse stakeholders to maintain positive, productive relationships that influence improvements in planning and operations functions.

**Qualifications**

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- A relevant tertiary qualification and/or extensive relevant experience.

**Working with Children Check**

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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.

<b>Endorsed:</b>	<b>Signature:</b> <b>Name:</b> Mathew Seabrook <b>Title:</b> Associate Director Planning, Operations and Business Transformation <b>Date:</b> February 2026	<b>Approved:</b>	<b>Signature:</b> <b>Name:</b> Madelaine Sandall <b>Title:</b> General Manager, College Operations <b>Date:</b>
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