



Position Description – Senior Business Product Owner, Academic Resource Planning

Position Details

Position Title: Senior Business Product Owner, Academic Resource Planning

College/Portfolio: People and Culture **School/Group:** People Services

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

Classification: HEW10A **Time Fraction:** 1.0

Employment Type: Fixed Term

Fixed Term Reason: Specific Task or Project

Reporting Line: Director People Services

No. of Direct reports: ~2

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.

People and Culture

The People & Culture (P&C) Portfolio is comprised of a team of strategic HR professionals who provide outstanding, client focused, proactive and effective solutions and services for all RMIT employees. Our success is achieved by understanding our business and operating as a business partner to our clients. We deliver responsive, innovative and practical solutions and services that allow the University to enter the Future of Work.

The P&C portfolio operate in a manner that supports the RMIT values and achievement of the RMIT Strategy. By providing tailored, quality human resources services and products and ensuring a high level of expert support and advice, the P&C team will enhance College/Portfolio and Groups ability to meet their business objectives. This in turn will allow the University workforce to better support the current and future student population at the University.

START Program

The START (Strategic Transformation Academic Resourcing and Timetabling) Program is a coordinated transformation program to modernise academic resource planning and timetabling leading to improved payment assurance outcomes, improving transparency and enabling a more efficient operating model and better experience for students and staff. This role will be aligned with the Academic Resource Planning stream and work closely with other streams.

Position Summary

The Senior Business Product Owner, Academic Resource Planning, holds responsibility for business ownership, configuration, and optimisation of RMIT's enterprise academic resource planning systems and processes. This position will play a lead role in driving optimisation and alignment across RMIT, and as part of the START Program will be pivotal to the development and implementation of a target future state design that supports the planning and management lifecycle of academic resource planning and work allocation for Casual, Ongoing, and Fixed Term staff, to ensure optimal academic workforce planning and appropriate resourcing for teaching and research activities.

The role will operate within START Program and will work with operational, academic and professional stakeholders, and system vendor/s to ensure the academic resource planning solution is effectively established, configured, and embedded to meet institutional requirements, drive compliance, manage HR-related risk, and enhance staff experience.

The Senior Business Product Owner will establish and lead a collaborative academic resource planning working group of subject matter experts from across the University. They will drive the translation of business needs, including academic HR requirements and compliance issues, into system functionality and aligned documented processes. They will lead user acceptance testing, operating practice design, and change management initiatives, supporting transition and ongoing operations for academic resource planning

Key Accountabilities

- Act as the business owner of the academic resource planning system, accountable for its configuration, functionality, and alignment with agreed business requirements.
- Represent the University's business needs with regards to workforce planning, with particular emphasis on HR and compliance needs, within the project, working closely with the program lead, vendor, consultant, and technical teams.
- Engage stakeholders across Colleges, Schools/Clusters, and professional areas to understand requirements, assess impacts, and co-design effective business processes.
- Translate business needs into system configuration, workflows, and business rules that support strategic goals, HR compliance and operational efficiency.
- Lead user acceptance testing, including development of test cases, coordination of staff participation, and sign-off on outcomes.
- Oversee change management, training, and associated activities to support adoption and embed new technology and ways of working.
- Establish consistent business practices to support transition and ongoing operation of academic resource planning.
- Monitor system performance, data quality, and user experience, recommending and implementing improvements.
- Champion service excellence and continuous improvement, acting as a positive advocate for new practices and improved student/staff experience.

Key Selection Criteria

1. Demonstrated expertise in workforce planning or human resource practices, and associated business processes within a complex tertiary environment.
2. Strong experience in business analysis and process improvement, with the ability to translate operational requirements into system configuration and workflows.
3. Proven ability to manage multiple streams of work concurrently, balancing priorities and delivering to deadlines.
4. Strong ability to represent and advocate for consistent business needs particularly in relation to HR processes, workforce planning, and regulatory or compliance requirements.
5. Demonstrated experience as a business owner or product lead for a complex enterprise system, with accountability for system configuration, functionality, and alignment to agreed business requirements.
6. High-level analytical and problem-solving skills, including the ability to assess complex issues, evaluate options, and recommend practical solutions.

7. Proven stakeholder engagement and consultation skills, demonstrating strength in engaging and collaborating with educator, professional and technical teams and driving consensus across diverse interests.
8. Demonstrated commitment to service excellence, continuous improvement, and delivering a high-quality staff and student experience.

Qualifications

Degree and/or 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.