



Position Description – Senior Coordinator Evaluation & Impact

Position Details

Position Title: Senior Coordinator – Evaluation & Impact

College/Portfolio: Operations **School/Group:** Health, Safety and Risk

Campus Location: Based at the City Campus but will be required to work at and/or be based at other campuses of the University.

Classification: HEW 8 **Time Fraction:** 1.0 FTE

Employment Type: Fixed term until 31 December 2027

Fixed Term Reason: Specific Task or Project

No. of Direct reports: 0

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 Health, Safety & Risk (HSR) team are a team of strategic professionals providing outstanding, client focused, proactive and effective solutions and services for all RMIT staff. 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. The HSR team operate in a manner that supports the RMIT values and achievement of the business objectives. By providing tailored, quality services and products and ensuring a high level of expert support and advice, the HSR team will enhance College/Portfolio and Groups ability to meet their business objectives. This in turn will allow the University staff to better support the current and future student population at the University.

The Prevention & Respect team, which sits within the Health, Safety and Risk team, are responsible for leading work associated with the prevention of gender-based violence across the whole of RMIT.

Gender-based violence is a significant issue in the university setting, nationally and globally and is recognised as National Priority Area under Australia's National Plan to End Violence against Women and Children 2022-2032 and [The Action Plan Addressing Gender-based Violence in Higher Education](#)

On 1 January 2026, [The National Higher Education Code to Prevent and Respond to Gender-based Violence](#) (the Code) became mandatory for all Australian higher education providers. The Code requires that universities take a whole-of-organisation approach to preventing and responding to gender-based violence. The Code establishes shared national expectations across seven areas: accountable leadership and governance, safe environments and systems, knowledge and capability building, safety and support, safe processes, data and evidence, and safe student accommodation. The Code requires universities to undertake ongoing monitoring and evaluation of prevention education and specialised training for students, staff and leaders, ensuring evaluation findings inform future prevention and response initiatives. The Code recognises that strengthened data collection systems and expanding the evidence base are essential components of a comprehensive response to addressing Gender-based Violence. As such, the Senior Coordinator, Evaluation & Impact role is central to ensuring RMIT meets its obligations under the Code.

Position Summary

The Senior Coordinator, Evaluation and Impact leads RMIT University's data collection, monitoring, evaluation and reporting systems for gender-based violence prevention and response. The role brings together data from across the university - including prevention activities, disclosures, formal reports, and response outcomes - to build a comprehensive evidence base that informs decision-making, demonstrates impact, and meets regulatory reporting requirements under the National Higher Education Code to Prevent and Respond to Gender-based Violence 2025.

Working within the Prevention and Respect team, and in close partnership with Safer Community, the Senior Coordinator, Evaluation & Impact provides RMIT with a complete picture of gender-based violence trends, intervention effectiveness, and systemic barriers - enabling evidence-informed strategy and demonstrable compliance with Standard 6 (Data, Evidence and Impact) and Standard 3 (Knowledge and Capability).

Key Accountabilities

- Lead the design and implementation of evaluation frameworks for prevention and response initiatives
- Embed evaluation into prevention initiatives and translate findings into recommendations for continuous improvement
- Coordinate data collection across prevention and response functions, synthesising information from multiple systems and custodians - including Safer Community, People and Culture, and student services - to create integrated datasets that enable whole-of-university analysis
- Analyse quantitative and qualitative data from diverse sources to identify trends, systemic barriers, and intervention effectiveness
- Lead preparation of regulatory reporting to the Department of Education and internal reporting to governance bodies
- Maintain compliance documentation and evidence to demonstrate adherence to National Code requirements
- Build and maintain partnerships with internal data custodians and external stakeholders to support integrated data collection and sector benchmarking
- Develop and maintain interactive dashboards and data visualisations using PowerBI (or equivalent tools) to support executive reporting, governance oversight, and evidence-informed decision-making

Key Selection Criteria

Essential:

1. Demonstrated expertise in program evaluation and impact measurement, preferably in gender-based violence prevention, health promotion, public health, or related fields
2. Strong quantitative and qualitative data analysis skills, with ability to integrate data from multiple sources into coherent reporting
3. Excellent written communication skills, with ability to translate complex data into accessible insights for governance and regulatory audiences
4. Experience coordinating data collection across organisational boundaries
5. Knowledge of gender-based violence prevention and response, including trauma-informed approaches
6. Highly developed interpersonal skills and ability to build collaborative relationships across diverse stakeholders
7. Commitment to ethical, trauma-informed approaches to data collection on sensitive topics.
8. Capacity to think and work innovatively, effectively and collaboratively across multiple and competing work demands in a fast-paced environment

Desirable:

- Knowledge of the National Higher Education Code to Prevent and Respond to Gender-based Violence
- Experience with evaluation methodologies such as systems thinking, program logic and theory of change
- Commitment to transformative evaluation approaches including decolonial, participatory and human-rights based approaches

- Proficiency with data visualisation tools (particularly PowerBI) or statistical software

Qualifications

Tertiary qualification in evaluation, research methods, public health, health promotion, social sciences, or related discipline; or equivalent 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.