



Position Description – Senior Coordinator, Inclusive Learning and Teaching

Position Details

Position Title: Senior Coordinator, Inclusive Learning and Teaching

College/Portfolio: Education

School/Group: Students Group

Campus Location: Based at the city campus, however may be required to work and/or be based at other campuses of the University.

Classification: HEW 8

Employment Type: Fixed Term (Project role)

Time Fraction: 1.0 FTE

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. 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 three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous 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.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

College/Portfolio/Group

Education Portfolio

The Education Portfolio is headed by the Deputy Vice-Chancellor Education and Vice President who leads the planning and implementation of the University's strategies related to RMIT's academic programs and the RMIT student experience. The Portfolio is responsible for services to support the quality of RMIT programs, including the professional development of academic staff, continuous improvement of the student experience, learning and teaching outcomes and the management of learning and research information sources.

The Education Portfolio plays a key role in empowering students to access education, participate actively in the life of the University and achieve successful and fulfilling lives beyond graduation. The provision of a stimulating and satisfying experience for students is a priority for the University.

Students Group

This role sits within the Equity team in RMIT Students Group. The Students Group shapes, designs and delivers key student services and experiences to prepare RMIT students for study, life and the global workforce.

We work in partnership with students, academics, professional staff, industry and the community to deliver transformative student experiences that improve access, participation, retention and success for all RMIT students.

Our objectives are to:

- Shape, co-create and inform an inclusive, safe, industry-engaged and global student experience
- Deliver impactful, connected service, care and development opportunities at scale, and to
- Engage, empower and value each other so that together we can make a difference.

We welcome a diversity of perspectives and are inclusive in our approach to work. We are aligned in our passion for having a collective and positive impact on the student experience at RMIT. Our team is comprised of talented and motivated people from a range of professional disciplines and backgrounds, at various stages of their careers and including RMIT students.

We are a value-led organisation and we value imagination, agility, passion, inclusion, courage and impact.

The Group is led by the Executive Director Students.

[Inclusion, Diversity, Equity and Access at RMIT - RMIT University](#)

Position Summary

The Senior Coordinator, Inclusive Learning and Teaching, RMIT University will lead the strategic planning, development, and execution of initiatives related to inclusive learning and teaching practice, including the adoption of the Universal Design for Learning framework. This role is pivotal in fostering an inclusive educational environment that supports diverse learners and aligns with RMIT's strategic goals. This position requires a proactive and collaborative leader who is passionate about inclusive education and committed to enhancing the learning experience for all students at RMIT University.

The role will work closely with Education Portfolio staff including from the Centre for Education Innovation and Quality and Student Equity, as well as with staff involved in learning and teaching and the provision of learning environments.

Reporting Line

Reports to: Associate Director, Student Equity

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.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices.

<https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

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

Strategic Planning and Implementation

- Coordinate the implementation of inclusive learning and teaching initiatives in alignment with RMIT's strategic goals.
- Collaborate with staff to embed inclusive learning and teaching principles into curricula, teaching practices, and assessment methods.
- Identify opportunities to ensure inclusive learning and teaching in existing processes, systems, technologies and facilities.

Training and Professional Development

- Contribute to the design, delivery and ongoing review of training programs, resources, professional networks and workshops for staff on inclusive learning and teaching principles and practices.
- Provide consultancy support to facilitate effective adoption of inclusive learning and teaching strategies.

Policy Development and Compliance

- Contribute to the development and review of policies that promote inclusive education and ensure compliance with relevant accessibility standards and regulations.

Collaboration and Advocacy

- Engage students and staff in the development and evaluation of inclusive learning and teaching practices to ensure their needs and perspectives are considered.
- Advocate for inclusive learning and teaching principles and collaborate with external networks to stay informed on best practices.

Evaluation and Reporting

- Use data to drive continuous improvement and share insights across RMIT.
- Monitor and report on inclusive learning and teaching implementation, recommending enhancements as needed.

Resource Management

- Identify and secure funding to support inclusive learning and teaching initiatives.
- Manage budgets and resources to ensure effective project delivery.

Key Selection Criteria

1. Strategic Planning and Leadership

Demonstrated ability to lead strategic initiatives that embed inclusive education frameworks such as Universal Design for Learning across curricula, teaching practices, and institutional systems.

2. Training and Professional Development Expertise

Proven experience in designing and delivering professional development programs that support the effective adoption of inclusive learning and teaching principles in diverse educational contexts.

3. Policy Development and Compliance Knowledge

Strong understanding of inclusive education policy development and compliance with accessibility standards and regulations.

4. Collaboration and Advocacy Skills

Demonstrated capacity to engage stakeholders and advocate for inclusive practices that reflect diverse needs, while maintaining strong external partnerships.

5. Evaluation and Reporting Proficiency

Ability to use data-driven approaches to evaluate inclusive learning and teaching initiatives and provide actionable insights for continuous improvement.

6. Resource Management and Funding Expertise

Experience in securing and managing funding and resources to support inclusive education initiatives effectively.

7. Passion and Commitment to Inclusive Education

A deep commitment to educational equity and the ability to inspire and lead inclusive teaching and learning practices across the university.

Qualifications

1. A degree in education, disability, psychology, social work, or a related field.

Note: Appointment to this position is subject to passing a 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.

Endorsed:	Signature: Name: Lara Rafferty Title: Associate Director, Student Equity Date:	Approved:	Signature: Name: Dene Cicci Title: Executive Director, Students Date:
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