



Position Description – Senior Coordinator Prevention Learning & Development

Position Details

Position Title: Senior Coordinator – Prevention Learning & Development

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

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 FTE

Employment Type: Continuing

Reporting Line: Senior Manager Gender-Based Violence Prevention

No. of Direct reports: Nil

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 deliver evidence-based prevention education and specialised training to students, staff and leaders, with content developed in collaboration with subject matter experts and those with lived experience. The Senior Coordinator, Prevention Learning & Development role is central to ensuring RMIT meets its obligations under the Code.

Position Summary

The Senior Coordinator, Prevention Learning & Development will support the effective implementation of the University's [Gender-based Violence Prevention Strategic Action Plan](#), [Planning for Change](#) Learning and Development Framework as well as supporting activities associated with the implementation of Standard 3 (Prevention, Education and Training) and Standard 6 (Data, Evidence and Impact) of the Code. The role will also support and provide expertise on other key gender equity and violence prevention related strategies, activities and events associated with the [Prevention & Respect team](#).

The Senior Coordinator, Prevention Learning & Development leads RMIT University's gender-based violence prevention learning and development initiatives. The role supports the Senior Manager Gender-Based Violence Prevention to coordinate and implement a whole of organisation program of work, that aims to support culture change across a large and diverse group of internal and external stakeholders. This role works with management and internal and external stakeholders to action the Learning and Development plan. This includes the design, development and oversight of learning products and materials and the facilitation of workshops for both staff and students. The role also provides support and expertise to other key university initiatives and partnerships, as required.

The role works closely in partnership with other members of the Prevention & Respect team, including the Senior Coordinator Health Promotion & Learning, Senior Coordinator Evaluation & Impact and the Strategic Prevention Coordinator - Gender Based Violence, to design, deliver and evaluate staff and student facing prevention activities, events and training. In addition, the role will have at times oversight of key innovation prevention projects and their respective budgets as determined by management.

Key Accountabilities

1. To support management in the operational delivery of the RMIT Gender Based Violence Prevention Strategic Action Plan, the Planning for Change Learning and Development Plan and key learning and development initiatives associated with Standard 3 (Prevention, Education and Training) and Standard 6 (Data, Evidence and Impact) of the Code.
2. Support management to implement a whole of organisation approach to prevention learning and development.
3. Work with dedicated specialised training and academic areas of RMIT, to co-design, create and embed prevention learning content, including across key learning management systems such as Workday and Canvas.
4. Coordinate and plan training delivery calendars for a range of workshops and learning opportunities. Provide training in a range of formats including hybrid, online and face to face, for all staff and students.
5. Maintain expert knowledge of contemporary best practice in the prevention of gender-based harm and violence.
6. Maintain knowledge of the legislative and compliance environment in relation gender equity and gender-based violence to ensure RMIT meets its obligations to entities such as The Tertiary Education Quality and Standards Agency (TEQSA) and the Victorian and/or Commonwealth governments (inclusive of the department of Education and the National Action Plan and National Code) and that these requirements are considered within the development and delivery of a learning and development prevention program.
7. With the Senior Coordinator Evaluation and Impact, support the implementation and monitoring of the Learning and Development and the Measurement and Evaluation plan. Provide strategic advice and recommendations to Prevention & Respect team in relation to continuous improvement and sector leading initiatives and practices in relation to gender-based violence learning and development.
8. Project manage key internal innovation pilot prevention initiatives, activities and events as directed by management including the planning, coordination, budgeting and delivery within agreed timelines and to a high standard.
9. With Senior Coordinator Evaluation & Impact, support project governance, monitoring, evaluation and reporting including preparation of reports on agreed projects, outcomes and service trends as requested by management.
10. Establish, maintain and strengthen relationships, especially those associated with learning and development, across the university to support the work both internally and for the successful implementation of all initiatives and projects.
11. Work within the broader Student facing, Operations and the Health, Safety & Risk program in a collegiate and supportive manner to ensure smooth progress of the gender-based violence prevention learning program.

12. Work with the broader Student facing, Operations and the Health, Safety & Risk team program to co-design and co-deliver successful and high-quality violence prevention learning and development events for student and staff across all campuses.
13. Maintain effective connections with the gender equity and gender-based violence prevention sector and participate in external forums such as communities of practice to ensure a collaborative and coordinated scope of work. Represent and build the profile of RMIT in an effective and open manner as required.

Key Selection Criteria

1. Demonstrated knowledge of prevention of gender-based violence best practice and experience working within the gender-based violence prevention sector, with experience in university and TAFE settings preferred.
2. Demonstrated ability to design, develop, and deliver a range of innovative and effective gender-based violence prevention learning and development curriculum and content (including digital) for diverse groups (students/staff/ /senior leadership), experience within university and TAFE settings preferred
3. Proven ability and experience in teaching/training in the prevention of gender-based violence to diverse groups (students/staff/ /senior leadership) and in diverse settings (online, face to face, formal and informal settings)
4. Proven capacity to work collaboratively with internal and external agencies and subject matter experts to develop and deliver trainings, projects, and other initiatives, listening to and implementing feedback to ensure continuous learning and quality
5. Excellent relationship building, management and influencing skills in order to consult and collaborate with a wide range of partners, including key internal and external stakeholders
6. Strong oral and written communication skills including the ability to prepare and present materials such as educational content, reports, digital communications and briefings that are clear, accurate and appropriate for the audience
7. Demonstrated project management skills and experience including but not limited to risk management, reporting and resource management
8. Capacity to think and work innovatively, effectively and collaboratively across multiple and competing work demands in a fast-paced environment

Qualifications

Qualification in a relevant discipline such as in the field of gender studies, health promotion, public health, behavioural science, social work, education and/or equivalent work experience and demonstrated 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.