



Position Description – Senior Manager, Executive Recruitment

Position Details

Position Title:	Senior Manager, Executive Recruitment
College/Portfolio:	People & Culture
School/Group:	Talent
Campus Location:	Primarily based at city campus, and the potential to work across other RMIT campuses as required.
Classification:	HEW 10A
Time Fraction:	1.0
Employment Type:	Continuing
Reporting Line:	Head of Talent Acquisition

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.



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.

Portfolio

The People & Culture function 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 People & Culture team operate in a manner that supports the RMIT values and achievement of the RMIT Next Strategy. By providing tailored, quality human resources services and products and ensuring a high level of expert support and advice, the People 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.

The Talent Acquisition team sits within the People Partnering, Talent & Workforce Design team as part of the broader People & Culture portfolio.

Position Summary

The Senior Manager, Executive Recruitment is a senior leadership role responsible for leading the executive recruitment function within RMIT's Talent team. The position shapes and delivers a consistent, high-quality approach to the recruitment of senior leaders and Executive-level appointments across Academic Colleges and non-academic portfolios. The role operates through strong collaboration and partnership, managing complex, confidential search activities and leveraging strategic market insight to identify, engage, and secure exceptional talent to strengthen RMIT's Executive Leadership cohort.

Leading a small, high-performing team, the Senior Manager is accountable for the management, coaching, and development of two direct reports, fostering capability in executive search, talent mapping, and candidate engagement. The role drives proactive research and global market intelligence, building robust pipelines of both active and passive candidates to meet current and future leadership needs.

A trusted advisor to Executive and Board-level stakeholders, the Senior Manager utilises deep sector expertise to translate market insights into informed, actionable recommendations. As a key ambassador for RMIT's employment brand and Employee Value Proposition, the role represents the University across industry forums and maintains strong partnerships with international search firms and executive recruitment agencies.

As a core member of the Talent leadership team, the position contributes to broader strategic talent initiatives and collaborates across the People & Culture portfolio to deliver impactful organisational outcomes.

Key Accountabilities

Executive Recruitment Strategy & Delivery

- Lead the end-to-end delivery of executive recruitment across RMIT, ensuring a consistent, high-quality and strategically aligned approach to the appointment of senior leaders and Executive roles.
- Oversee highly confidential search processes, applying rigorous, research-led methodologies to identify, engage and secure exceptional talent.
- Provide expert oversight of shortlist development, ensuring robust assessment, due diligence and alignment to organisational strategy and leadership capability requirements.

Stakeholder Engagement & Influence

- Build and sustain trusted, strategic relationships with senior stakeholders, including the Vice-Chancellor, Executive Leadership Team, Board representatives and People & Culture leaders.
- Partner closely with hiring managers and Senior People Partners to shape role requirements, guide selection decisions and ensure aligned, high-impact hiring outcomes.
- Influence and negotiate complex matters with clarity and credibility to achieve optimal organisational outcomes.

Market Intelligence & Talent Insights

- Maintain deep expertise of local and global executive talent markets, proactively identifying trends, competitor activity and emerging capability needs.
- Deliver high-quality market mapping, talent insights and research to inform workforce strategy and strengthen RMIT's executive talent pipeline.
- Translate data and insights into actionable recommendations to support strategic decision-making.

Partnerships & External Engagement

- Lead and manage relationships with executive search firms and external partners, ensuring value, quality and alignment to RMIT standards.
- Act as a senior ambassador for RMIT's employment brand and EVP, representing the University at industry forums and building influential networks.

Governance, Risk & Compliance

- Ensure all executive recruitment activity adheres to governance frameworks, policy, compliance and best practice standards.

- Oversee offer management and negotiations, ensuring alignment with RMIT's remuneration frameworks and risk considerations.

Leadership & Capability Development

- Lead, coach and develop a high-performing team, fostering capability in executive search, talent intelligence and stakeholder engagement.
- Drive a culture of accountability, continuous improvement and professional excellence within the executive recruitment function.

Collaboration & Enterprise Contribution

- Contribute as an active member of the Talent leadership team, shaping and delivering broader talent strategies and initiatives.
- Support executive recruitment activity across RMIT's global operations, including RMIT Vietnam, as required.

Key Selection Criteria

Executive Recruitment Expertise

Extensive experience leading executive and senior leadership recruitment, including confidential search, global market mapping, proactive sourcing and the delivery of innovative, end-to-end recruitment strategies that align to organisational priorities.

Strategic Influence and Stakeholder Leadership

Demonstrated ability to build credibility and influence at Executive and Board level, providing trusted, strategic advice and navigating complex environments with sound judgement, authenticity and strong political acumen.

Market Intelligence and Insight Led Decision Making

Proven capability to interpret global talent, competitor and market intelligence, translating insights into actionable recommendations that inform executive workforce planning and strengthen organisational capability.

Relationship Management and Collaboration

Exceptional relationship-building skills, with a track record of establishing and sustaining trusted partnerships across senior leaders, external search partners and People & Culture teams, fostering collaboration and shared outcomes.

Communication and Executive Presence

Highly developed communication skills, with the ability to present complex insights, executive shortlists and recommendations clearly, persuasively and with impact, demonstrating confidence and professionalism in senior forums.

Leadership and People Development

Proven leadership capability, including coaching, mentoring and developing high-performing teams; setting clear expectations; managing performance; and fostering a culture of accountability, inclusion and continuous improvement.

Judgement, Innovation and Delivery

Demonstrated initiative, creativity and problem-solving capability, with the ability to anticipate challenges, adapt approaches and deliver outcomes in a dynamic, fast-paced and high-stakes environment.

Governance, Customer Focus and Brand Ambassadorship

Strong commitment to delivering a consistent, high-quality stakeholder experience, balancing responsiveness with governance and compliance requirements; with the ability to represent and champion RMIT's brand, values and EVP in external markets and industry forums.

Qualifications

Relevant tertiary qualifications in Human Resource Management or related field and/or relevant experience in a similar role.

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.