



Position Description – Senior Manager, Planning and Operations

Position Details

Position Title:	Senior Manager, Planning and Operations
College/Portfolio:	College of Business and Law
School/Group:	Economics, Finance and Marketing
Campus Location:	Based at the Melbourne City campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 10A
Employment Type:	Continuing
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 of Business and Law

As one of the largest Business Schools in the Asia Pacific region, the College of Business and Law is comprised of five schools – four in Melbourne and one in Vietnam - delivering a broad range of programs in Business, ranging from Certificates up to PHD levels. Many programs articulate between Vocational Education and Higher Education, creating pathways for further study. RMIT Business programs are delivered in Melbourne, Vietnam, Singapore, Shanghai and Jakarta, as well as through Open Universities Australia (OUA) and RMIT Online. The College has an annual budget of approximately \$280 million, employs over 1000 staff and delivers programs to approximately 30,000 students (20,000 EFTSL).

In line with RMIT's vision to be recognised as a global university of technology, design and enterprise, the College mission is to deliver in a global context innovative, industry-engaged education and applied research connected to business. The College assists in achieving the ambitions of RMIT's new five-year strategic plan Ready for Life and Work by making active contributions towards life-changing experiences for students, creating passion with purpose for its staff and shaping the world with impactful research and global reach.

In particular, the College has defined a number of initiatives which are summarised in three priority areas: enterprising, student experience and international mobility.

The College is located on RMIT University's City Campus and resides in the state of the art Swanston Academic and Emily McPherson buildings.

Click [here](#) for further details about the College.

Position Summary

The Senior Manager, Planning and Operations is accountable for providing high level strategic planning, business advice and support to the Dean and School Executive and ensures the effective and efficient delivery of services to support the School's activities and objectives.

The Senior Manager, Planning and Operations is a member of the School Executive team and works collaboratively with all members of School and College management teams and with staff to ensure that the school achieves its strategic objectives and actively participates in meeting College and University strategic objectives.

The position reports to the Dean of School with a very close working relationship with the General Manager College Operations to ensure alignment with College strategic objectives and efficient and effective service delivery.

Reporting Line

Reports to: Dean, Economics, Finance and Marketing (dotted line to the General Manager College Operations)

Direct reports: 5-10

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

- Provide high level strategic advice to the Dean and General Manager College Operations, lead and oversee the school planning processes, monitor and report on performance and work with the School and College executive and senior leadership to develop and implement initiatives to achieve enterprise and College / School targets.
- Contribute to the development of the College strategy, aligned to University strategy as required.
- Lead the school's budget and profile development and management processes (under the broad direction of the General Manager College Operations) to ensure effective delivery of School targets and responsiveness to shifts in government policy, changes in funding agreement conditions and demand for industry skills training.
- Ensure the effective delivery of services to support the School's activities by identifying requirements, negotiating and working with College and University service groups to ensure delivery, and by implementing school systems, services and processes as appropriate. Establish and maintain effective relationships with school and college business partners.
- In conjunction with school leadership, develop and implement appropriate tools for academic workload allocation with a focus on transparency; equity; career development and financial sustainability – that is aligned to University strategy.
- Lead and manage the School's professional staff, building capability in line with strategic workforce planning and fostering staff belonging across the School's campuses and service precincts.
- Partner with the College Office to drive standardisation of policies and processes within the School, aligned to College strategy. Identify opportunities to improve processes to strengthen governance of research and the delivery, management and communication of portfolio projects.
- Proactively partner with Work Health and Safety to drive compliance activities, ensure that audits occur in line with set timeframes and ensure delivery of safety and wellbeing initiatives within the School.
- Oversee and support the delivery of effective resource management including property maintenance, logistics, resources and staff services.
- Be a positive change influencer and advocate for service excellence and continuous improvement across the school and across the planning and resources community within the College.
- Initiate and drive projects (including business case development) to support School and College strategy development, implementation and execution, driving agile planning and capability development.
- Provide coordination services for school governance and communication processes.

Key Selection Criteria

1. Outstanding interpersonal, communication and negotiation skills, including the ability to lead, direct and influence others with a proven capacity to network, build and maintain effective relationships with a wide range of internal and external groups.
2. Highly developed business writing skills and demonstrated experience producing comprehensive recommendations, project and implementation plans, briefing papers and reports.
3. Demonstrated high level problem solving, negotiation and conflict resolution skills and abilities to mediate between the conflicting interests of different stakeholders.
4. Demonstrated history of behaviour aligned to the RMIT values, leadership capabilities and professional capability framework.

5. Previous experience in a University environment and demonstrated knowledge of school operating requirements, budget management, planning and business development alongside a high level knowledge of University governance processes.
6. A high degree of resilience and ability to cope with ambiguity and changing priorities and a demonstrated ability to move between the operational and the strategic as required with a customer focused mindset.
7. Ability to work collaboratively (and in partnership with other teams) to achieve identified goals.
8. Experience in successfully developing and implementing planning frameworks aligned to College and University strategy.

Qualifications

Mandatory: A relevant tertiary qualification and/or substantial relevant experience.

Bachelor of Business/HRM/Finance are not mandatory but will be highly valued.

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: Title: Date:	Approved:	Signature: Name: Title: Date:
------------------	--	------------------	--