



Manager, Workday FinProcTech

Position Details

Position Title: Senior Manager, Workday FinProcTech

College/Portfolio: Operations **School/Group:** ITS

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

Fixed Term Reason: Choose an item.

Reporting Line: Director, Enterprise Technology Services (ETS)

No. of Direct reports: 7

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 Operations Portfolio enables an integrated, enterprise wide delivery for best practice student and staff experiences.

The Portfolio incorporates the following business units: University Communications (UC), Enterprise Projects & Business Performance (EPBP), Human Resources (HR), Finance, Information and Technology Services (ITS), Data & Analytics, Legal, Office of the Chief Operating Officer and Property Services Group (PSG).

The Portfolio houses significant drivers and delivery components across the staff and student journeys and enables the overall experience for both groups. The Portfolio is integral in bringing the RMIT strategy to life, across the globe. Each of these functions supports the global operations of the University both directly as well as through its controlled entities.

Position Summary

Senior Manager, Workday – FinProcTech, is a key leadership position within the ETS and specifically in the Workday@RMIT Systems team that is responsible for leading and managing the operational support, maintenance, enhancements, strategic roadmaps and development activities across RMIT's instance of Workday from Finance and Procurement business perspectives.

The position combines managerial responsibilities with in-depth hands-on technical expertise. This role is responsible for resource management, system performance management, and continuous service and process improvements. It will also be responsible for providing Level 2 and 3 support for issues as well as

upgrades and complex incident and problem resolution, setting the strategic and operational direction in alignment with enterprise strategy.

This role will play a critical role in ensuring the ongoing success of the platform by managing the team's development pipeline, prioritizing the backlog along with the relevant Senior stakeholders, and facilitating the implementation of Workday business processes across the university's Operations landscape by ensuring that the right processes, structures to support design and delivery and priorities are in place to deliver the day-to-day and Workday related delivery. This includes the application configuration, business process enhancements and the delivery of the end solutions.

Key Accountabilities

- Develop and lead a high performing team, supervise and performance manage staff working on assigned engagements, provision of day-to-day leadership of the functional support team, including appropriate platform training and certification to operate systems in relation to their role and responsibilities.
 - Maintenance of Workday workbooks & configuration guides to accurately reflect the Production environment, including responsible for Workday configuration, business process enhancement, reporting, maintenance and management of RMIT data, managing Workday releases (ad-hoc, standard or bi-annual) through to execution in consultation with other functional and technical streams, assess the applicability of new Workday application functionalities and making recommendations to implement as appropriate with a continuous improvement lens across both Finance and Procurement modules and business. This also includes leading and proactively engaging with various stakeholders across the university communicating changes/initiatives impacting them, including Influence, guide and challenge processes and outcomes to deliver optimal processing within Workday.
 - Responsible for timely identification, putting mitigation strategies and where required the escalation of risks and development of alternative technical and functional approaches when necessary. Review team members design and development to make recommendations and to ensure that established patterns are adhered to. Collaborate on the establishment and delivery of the Platform Application roadmaps to ensure a scalable, secure, reliable and operationally efficient services that meets business requirements and aligns with broader enterprise goals. Understand and follow RMIT data governance and ensure attention to data quality.
 - Ensuring all services provided by the team are meeting agreed Service Levels (SLAs) as applicable in ITS or agreed with business. Provide out of hours support in case of high priority incidents or release management activities if required.
 - Develop, enhance and monitor WD Finance and Procurement Systems and governance to ensure financial integrity; manage financial data control structures to mitigate risk of financial misreporting and provide input for business decisions to assist in developing solutions.
 - Additionally, this role will take accountability for the entire E2E process from source-to-pay including close collaboration with RMIT suppliers to ensure business needs are met. This requires deep product and functional knowledge of strategic sourcing and procurement modules as well.
 - Take accountability for making complex decisions, deciding based on a holistic view of likely implications for RMIT while proactively seeking to mitigate potential negative decision outcomes.
 - Across both Procurement and Finance domains, working on uplifting the knowledge base and identifying opportunities for automation in all areas (such as supplier creation, spend analytics, and policy waivers in procurement). This involves leveraging data and insights to enhance service excellence through automation.
 - Any other duties within the scope of role as specified by the Lead for the team.
-

Key Selection Criteria

Essential:

- Functional knowledge and solution knowledge in Finance and Procurement functional areas.
- Substantial accounting and procurement treatment experience and expertise including in ERP systems management within complex organisational matrices and/or global/group environments.
- Can-do attitude with demonstrated strong leadership skills, proven resource and people management capability including a continuous improvement mindset and demonstrated ability to build effective high-performance teams.
- Excellent track record of commitment to and successful delivery of high-quality outputs within strict deadlines (organisational and time management skills)
- Demonstrated experience in project/program management to guide business stakeholders to optimize project/program schedules
- Excellent communication skills (written and verbal) and ability to translate and synthesize complex information for senior leader and executive consumption
- Exceptional stakeholder management skills with proven ability to build effective relationships, work collaboratively with business leaders and multiple stakeholders at all levels
- Advanced skills in delivering Application Support Service, translating business requirements into functional designs and managing through to UAT
- Advanced conceptual and analytical skills and an ability to think laterally to identify practical and workable solutions.
- Demonstrated ability to work effectively under pressure and prioritise activities in complex environments;
- Demonstrated superior analytical, communication and technical documentation skills.

Desirable:

- 3-5 years Workday experience in the Finance & Procurement modules
- 3-5 years Adaptive Planning experience
- Hands-on experience in implementing Finance module with Workday or another ERP.

Qualifications

- Bachelor's Degree in relevant technical or Functional field (Information Technology, Computer Science, Software, Engineering, Financial concepts or related technical discipline) or equivalent combination of training and work 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.