



Position Description – Senior Officer, Workforce Planning

Position Details

Position Title: Senior Officer, Workforce Planning

College/Portfolio: College of Design and Social Context

School/Group: College Office

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 6

Time Fraction: 1.0 (flexible working arrangement requests will be considered)

Employment Type: Continuing

Reporting Line: Senior Coordinator, Workforce Planning

No. of Direct reports: N/A

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 College of Design and Social Context encompasses RMIT University's renowned art, architecture, design, built environment, communication, and social science disciplines. The College has 24,500 students and over 1,000 staff located in 9 schools.

The College's academic programs are generally market leaders and in high demand. Based on a strong foundation of practice-led, industry partnered teaching and research, we aim to deliver skilled graduates with a deep sense of purpose, and high impact research and innovation.

For more information see www.rmit.edu.au/dsc

Position Summary

As a member of DSC's Workforce Planning team, the Senior Officer, Workforce Planning works collaboratively with staff across the College and Schools to drive and support casual workforce planning and the casual academic lifecycle, timesheet approvals, recruitment and onboarding and works closely with School Executive and academic leaders. This position will be accountable for developing efficient and streamlined process and implementing systems and protocols that are consistent with the University's policies and procedures. The incumbent will contribute to high quality service provision, as well as cultural and work practice changes that support the College's and University's strategic directions. The Senior Officer, Workforce Planning acts as an escalation point in the team for junior staff members and is able to identify when to escalate issues to the Senior Coordinator, Workforce Planning.

Key Accountabilities

- Support the planning, allocation and maintenance of casual workload and workforce throughout the year for the College.
- Acting as a point of escalation for junior team members by triaging timesheet and pay issues, Workday problems and issues and policy and compliance queries and using judgement and knowledge to resolve problems that arise in the work area.
- Contribute to continuous improvement in the team's processes, identifying opportunities for improvement, providing feedback to relevant areas and contributing to the streamlining of workforce planning support services.
- Source, analyse and manipulate data relating to casual workforce planning for the College and communicate insights relating to casual workforce data to the Senior Coordinator, Workforce Planning and the Senior Manager, Planning and Operations.
- Support accurate and timely pay of sessional academic staff, facilitating pay claim workflow; timely response to queries and issue resolution.
- Develop and apply knowledge of relevant policies, practices and standards to organise and prioritise work, while using judgment to solve problems arising in own work area.
- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
- Other duties as required by the Senior Coordinator, Workforce Planning or the Senior Manager, Planning and Operations within the scope of the classification.

Key Selection Criteria

1. Demonstrated ability to work effectively, flexibly and collaboratively with colleagues within and beyond the immediate work unit, contributing to the achievement of team goals.
2. Demonstrated commitment to quality and continuous improvement, and proven ability to interpret and apply policies, procedures, and systems consistently, provide advice and to drive creative solutions through to implementation within the immediate work area.
3. Proven ability to work independently, use initiative and prioritise tasks and meet deadlines in an agile and demanding environment with excellent attention to detail and a commitment to quality assurance.
4. Demonstrated highly developed interpersonal, relationship building and communication skills.
5. A high order of analytical and problem-solving skills and the demonstrated ability to develop and implement innovative and creative solutions.
6. Demonstrated digital literacy with a focus on accuracy and attention to detail.

Qualifications

A relevant tertiary qualification and/or extensive relevant 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.