



Position Description – Senior Specialist, Learning Objects Repository

Position Details

Position Title: Senior Specialist, Learning Objects Repository

College/Portfolio: Education Portfolio **School/Group:** RMIT University Library

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

Classification: HEW 8 **Time Fraction:** FTE 1.0

Employment Type: Fixed Term - 12 months

Fixed Term Reason: Specific Task or Project

Reporting Line: Reports to Manager, Digital Learning

No. of Direct reports: 0

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

Education Portfolio

The Education Portfolio is headed by the Deputy Vice-Chancellor Education and Vice President who leads the planning and implementation of the University's strategies related to RMIT's academic programs and the RMIT learner experience. The Portfolio is responsible for services to support the quality of RMIT programs, including the professional development of academic staff, continuous improvement of the learner experience, learning and teaching outcomes and the management of learning and research information sources.

The Education Portfolio plays a key role in empowering learners to access education, participate actively in the life of the University and achieve successful and fulfilling lives beyond graduation. The provision of a stimulating and satisfying experience for learners is a priority for the University.

RMIT University Library

RMIT University Library is a creative partner in the achievement of RMIT University's teaching, learning and research goals. It engages with other groups within the University to design initiatives that have a positive impact on the student experience including the provision of direct support, advice and guidance for students' academic skill development. It provides resources, services and facilities to support the information needs of RMIT's large and globally distributed student and staff population and supplies expertise for the management of the University's archives and business information.

In order to support the goals and operations of the University the Library is arranged into 4 main functional areas: Learning; Teaching and Research; Collections and Quality and Engagement. The Library increasingly delivers collections and services online to maximize access by the RMIT user population.

At RMIT Melbourne, the University Library operates from 4 different locations: the Swanston Library; the Bundoora Library; the Carlton Library and Brunswick Library. At RMIT Vietnam, the Library supports the 6,000 students from 2 locations: Ho Chi Minh City and Hanoi. They provide flexible, networked spaces for individual and group study, computer equipped group study rooms and seminar rooms for academic and library research skills training.

www.rmit.edu.au/library

Position Summary

The Senior Specialist, Learning Objects Repository is a strategic role within RMIT University Library that provides authoritative leadership and specialist expertise in the long-term management, preservation, access, and advocacy for digital learning resources in the University Library Learning Objects Repository. This role builds relationships across Colleges, learning and teaching teams, and other operational units to promote sustainable digital resource management and preservation practices. It leads outreach activities, provides training and consultation, and helps embed digital learning resource management strategies into university-wide policy and practice.

Acting as a key liaison and trusted advisor, the Senior Specialist also contributes to risk assessment, strategic planning, and policy development to ensure that the University's digital learning objects remain usable, authentic, and accessible into the future. This role operates within an Agile, cross-functional environment, requiring excellent communication, collaboration, and stakeholder engagement skills.

This fixed-term role supports a specific and time-bound task within the pilot phase of RMIT Library's Learning Objects Repository (LOR) project: the acquisition and ingest of a backlog of existing learning objects required to establish the repository prior to its enterprise-wide rollout in 2027. The scope of work is defined by the existing backlog and the requirements of the pilot phase. This task is expected to be completed by 31/12/2026, at which point the pilot phase concludes and the project transitions to an enterprise implementation stage. The role is not performing ongoing operational duties and will not continue beyond the pilot phase.

Key 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.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

- Lead engagement with stakeholders to raise awareness of sustainable digital management and preservation activities, building collaborative partnerships across the organisation.
- Promote the importance of inclusive, ethical digital resource management practices and ensure diversity and cultural sensitivity are embedded in outreach and planning efforts.
- Advocate for sustainable digital learning resource management and preservation priorities through the development of business cases, presentations, and training, aimed at diverse internal and external audiences.
- Guide the implementation of digital learning resource management strategy into practice and contribute to the review and development of related procedures and standards.
- Design and deliver training sessions and resources to build organisational capability in sustainable digital learning resource management and preservation processes and tools.
- Conduct risk and vulnerability assessments of digital content and technologies, contributing to the refinement of sustainable strategies.
- Document and analyse key digital learning objects that underpin the digital learning objects collection policy, contributing to reporting and continuous improvement.
- Participate in working groups, committees, and cross-unit collaborations that support strategic digital learning resource management and preservation objectives.

Key Selection Criteria

Specialist Knowledge and Leadership

- Demonstrated experience in digital learning resource management, preservation planning, or digital content management within a university or GLAM sector environment.
- Proven ability to build relationships and influence diverse stakeholders, including technical staff, educators, and executive leaders.
- Experience delivering advocacy and outreach initiatives, including training, presentations, or publications related to digital resource preservation.
- Understanding of inclusion, diversity, and ethical considerations in digital stewardship and their application in an institutional context.
- Ability to interpret, implement, and contribute to the development of organisational digital learning resource management and preservation policies and standards.
- Familiarity with documentation of digital assets using relevant digital objects management and preservation models (e.g. OAIS), standards (e.g. PREMIS), and metadata schemas (e.g. Dublin Core, Schema.org).

Engagement and Advocacy

- Excellent verbal and written communication skills, with a demonstrated ability to prepare reports, use cases, and presentations tailored to different audiences.
- Skilled in stakeholder and user analysis, with experience translating findings into strategic initiatives or service enhancements.

Project Management and Technical Capability

- Experience using a range of digital tools and platforms relevant to digital preservation and learning object management.
- Familiarity with project management practices and tools (e.g. Trello, Jira, Confluence, MS Project, etc.).
- Capacity to manage and prioritise a varied workload across multiple projects and timeframes.

Teamwork and Agility

- Ability to work independently while actively contributing to a team culture of continuous improvement, adaptability, and collaboration.
- Experience working in Agile or cross-functional environments, with a growth mindset and commitment to professional learning.

Qualifications

Degree qualification in Digital Preservation, Information/Knowledge Management, or equivalent and/or demonstrated experience in the above-mentioned fields of expertise

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.