



Position Description – <Insert Position Title>

Position Details

Position Title:	Senior Curriculum Specialist (Indigenous)
College/Portfolio:	College of Business and Law
School/Group:	Office of the Associate DVC Learning, Teaching and Quality
Campus Location:	Based at the city campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 8
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/Portfolio/Group

RMIT University has a reputation for excellence in business and management education, providing high quality, industry-responsive programs and research relevant to the national and global marketplace. Our College of Business and Law has a proud history of providing programs that meet the evolving needs of students and industry. Schools in the College of Business and Law offer programs in the heart of Melbourne, RMIT Vietnam and partner institutions around the world.

The College of Business and Law is one of the largest business schools in the Asia Pacific region and delivers industry-engaged education and applied research that spark ambition and new perspectives. Attracting over 31,000 students, programs are delivered in Melbourne, Vietnam, and via significant teaching partnerships in Singapore and China. Through RMIT Online the College offers a range of Undergraduate and Postgraduate programs.

The College of Business and Law comprises five schools offering programs from Bachelor degrees to PhD levels. The College continues to provide industry-responsive programs relevant to both students and the future needs of employers with a wide range of award programs, executive education and training that can be tailored for the workplace.

Alongside established programs covering international management education, financial markets, and international accounting and law, specialist programs such as entrepreneurship and logistics are offered. This breadth of programs offered is possible through collaborative and cooperative teaching and research and many Business students may find that they will be studying alongside peers from a variety of business disciplines throughout their time at RMIT.

RMIT College of Business and Law has a proud history of providing programs that meet the evolving needs of students and industry. All our programs incorporate Work Integrated Learning (WIL) which means that our students are work-ready by the time they graduate. This embedded industry perspective places them ahead of their competitors in the job market and provides an invaluable opportunity to start developing social and professional networks during their RMIT studies.

Our teaching staff deliver programs responsive to the latest industry requirements and are actively engaged in research and consultation to business and government. We also connect with the local Victorian community, businesses, research centres, governments and secondary schools in Australia to run projects, provide services, host conferences and provide networking opportunities for business leaders and alumni.

For more information visit <https://www.rmit.edu.au/about/schools-colleges/college-of-business-and-law>

Position Summary

The Senior Curriculum Specialist (Indigenous) will be responsible for the embedding of Indigenous knowledges into the College's academic programs and courses. This will be achieved via the development and execution of dedicated training, to ensure that academic and professional staff develop sufficient capability to deliver Indigenous content to students. The incumbent will lead the conversation with Deans, Deputy Deans L&T and other executive-level leaders to create impactful, pedagogically sound and innovative solutions.

Aligned with the College of Business and Law's commitment to Action 4.3 of the university's strategic plan, this role will also focus on developing and enhancing Indigenous learner experiences within the College. This includes working with the Indigenous Student Experience officer and the Deputy Vice-Chancellor (DVC) of the College to implement initiatives that foster a sense of belonging among Indigenous students and support their retention and success throughout their academic journey.

This role will facilitate student engagement opportunities, enabling students to build personal and professional connections with Indigenous knowledge and contexts. Additionally, the role will contribute to and coordinate Learning & Teaching deliverables that align with University and College Learning & Teaching goals and meet strategic plans, including serving as an ex-officio member of the College's Ngulu Indigenous Advisory Group .

Reporting Line

Reports to: Principal Advisor L&T College of Business & Law
Direct reports: Nil

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

- 1. Embedding Indigenous Knowledge and Perspectives**
 - a. Embed Indigenous perspectives, knowledge, and voices in business and law education.
 - b. Collect and showcase exemplars of where Indigenous perspectives, knowledge, and voices have been embedded into the Business and Law curriculum, additionally, develop and implement strategies to innovate and enhance this integration.
 - c. Explore how Indigenous knowledge is embedded meaningfully in disciplines, programs, and courses.
 - d. Collaborate and partner with academics to develop case studies that incorporate Indigenous perspectives, knowledge and voices.
- 2. Student Engagement and Opportunities**
 - e. Enable students to build their personal and professional connections with Indigenous knowledge and contexts through learning and engagement opportunities.
- 3. Training and Capability Building**
 - f. Design and deliver training for academic staff to build capability in delivering aspects of Indigenous Knowledge as part of their teaching.
 - g. Uplift professional staff capabilities through targeted training and development opportunities related to Indigenous Knowledge and perspectives.
- 4. Collaboration and Stakeholder Engagement**
 - h. Collaborate closely with the College Reconciliation Advisor on aspects of Indigenous Knowledge in strategy and engagement work.

- i. Build constructive working relationships and influence internal stakeholders, including Deans, Deputy Deans L&T and executive-level heads of portfolios to achieve desirable outcomes for the College and utilise networks, communities of practice, and other activities across the University.
- j. In alignment with Action 4.3, collaborate with the Indigenous Student Experience Officer and the DVC of the College of Business and Law to develop and implement initiatives that enhance the Indigenous learner experience within the College, focusing on increasing students' sense of belonging and retention.
- k. Collaborate with other parts of the Learning, Teaching and Quality portfolio to increase student engagement and champion the meaningful embedding of Indigenous knowledge in courses.

5. Strategic Alignment

- l. Contribute to and coordinate Learning & Teaching deliverables that align with University and College Learning & Teaching goals and meet the needs of strategic plans.
- m. As an ex-officio member, contribute to the College's Ngulu Indigenous Advisory Group.
- n. Perform other duties as required by the Principal Advisor L&T, within the scope of the classification.

Key Selection Criteria

- 1. Must be of Australian Aboriginal and/or Torres Strait Islander heritage.
- 2. Demonstrated high-level capability in curriculum development, assessment, or technology-enhanced learning, incorporating Indigenous knowledge and perspectives.
- 3. Proven excellence in understanding and communicating issues affecting Aboriginal and/or Torres Strait Islander people.
- 4. Demonstrated high-level ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples,
- 5. Excellent interpersonal, relationship management, and influencing skills, including the ability to gain cooperation from executive-level stakeholders.
- 6. Demonstrated experience in developing and implementing initiatives that enhance Indigenous student engagement, retention and sense of belonging, particularly within an academic setting.
- 7. Demonstrated high-level capability and commitment to continuing to develop Indigenous perspectives in the curricula.
- 8. Demonstrated experience in high-level reporting and analysis, with the ability to write and present concisely and effectively.
- 9. High-level organisational and project management skills, with the ability to prioritise work, meet deadlines and manage several parallel projects.

Qualifications

A degree with appropriate experience or an equivalent combination of relevant experience and/or education/training.

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.

This is an identified role and an affirmative measure therefore ONLY open to applicants of Australian Aboriginal or Torres Strait Islander heritage in accordance with an exemption granted under section 12 of the Victorian Equal Opportunity Act 2010. The Applicants will be required to provide confirmation of their Australian Aboriginal or Torres Strait Islander heritage at application

The successful applicant is required to provide confirmation of their Australian Aboriginal and/ or Torres Strait Islander heritage.