



Position Description – Workforce Planning Officer

Position Details

Position Title: Workforce Planning Officer

College/Portfolio: STEM College

School/Group: STEM College Office

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

Classification: HEW 5

Time Fraction: 1.0

Employment Type: Continuing

Reporting Line: Senior Workforce Planning Officer

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.



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

STEM College holds a leading position and expertise in the Science, Technology, Engineering, Mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industries. STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and lifechanging. The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources. Industry is at the heart of what we do. It ensures our research has real world impact and our students are truly workready. Under the leadership of DVC STEM College & Vice President, Digital Innovation, we have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale. Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community of achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in

2020, and this role drives gender equity, diversity and inclusion strategies across the College. STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.
<https://www.rmit.edu.au/about/schools-colleges/stem-college>

Position Summary

The STEM College Workforce Planning team supports activities related to all of the College's human resourcing requirements. As a member of the team, the Workforce Planning Officer will support activities across the College such as academic workload allocation, recruitment and on-boarding, preparation of HR paperwork and ensuring correct remuneration of STEM employees. The position will be responsible for collecting, processing and passing on information that underpins Human Resources, and supporting activities driven by the Workforce Planning Senior Coordinator to achieve the team's overall goals. The team will make a significant contribution to student experience and the School's research endeavours by enabling the School and College to effectively and responsively resource its wide range of activities. The incumbent will be expected to work in a highly collaborative manner both with RMIT and external stakeholders. The role involves active participation in, and contribution to, the development of efficient processes and the implementation of systems and protocols that align with the University's established protocols, policies and procedures. The incumbent will also contribute to high quality service provision as well as cultural and work practice changes that align and support the strategic directions of the College.

Key Accountabilities

- Provide support for the recruitment process for casual, continuing, and fixed-term academic, professional, research, honorary, visiting and adjunct staff, ensuring the completion of all onboarding tasks and providing support for the induction of all staff appointed within the STEM College.
- Provide administrative support for the engagement of casual staff for teaching, research and administrative purposes and maintain appropriate casual staff employment records, assist with on-boarding activities and act as the first point of contact for enquires related to engagement and working time submission.
- Support accurate and timely pay of casual staff by ensuring work schedules entered into RMIT systems is correct and facilitating casual pay claim workflow.
- Process and see through Human Resources paperwork to completion, such as due to end reports while collecting and processing data required for academic staff work allocation.
- As part of the team, actively update and maintain the Workforce Planning Team's intranet pages on the STEM Hub and any other team communications (templates, Promapp's, induction material, canned email responses etc), ensuring that information related to the team's services, processes and contact details are accurately maintained and communicated to staff.
- Ensure the provision of a high-level administrative support by adhering to established College and RMIT processes and standards, meeting team standards by completing tasks in an accurate and timely manner.
- Contribute to continuous improvement processes, identifying opportunities for improvement, providing feedback to relevant areas and contributing to the streamlining of processes, communication lines and support services.
- Maintain effective working relationships with key RMIT and external stakeholders to ensure successful development of College activities; participate in key RMIT forums as required.
- 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.
- Other duties as required by the Senior Workforce Planning Coordinator or the Associate Director, 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. Demonstrate a proven track record in effectively managing high-volume, transactional activities related to workforce planning, showcasing meticulous attention to detail in handling diverse tasks efficiently
3. 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.
4. Proven ability to work independently, use initiative and prioritise tasks and meet deadlines in an agile and demanding environment.

5. Demonstrated highly developed interpersonal, relationship building, oral and written communication skills and the proven ability to liaise effectively with a wide range of management, staff and external parties on complex and sensitive issues.
6. A high order of analytical and problem-solving skills and the demonstrated ability to develop and implement innovative and creative solutions.
7. Demonstrated high-level computer skills using Word, Excel, databases, Internet and email.
8. A proactive attitude towards problem solving with an ardent sense of endeavour

Qualifications

Qualification and/or relevant experience in Human Resource Management and/or Business Administration.

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.