

Position Description – Strategy Analyst

Position Details

Position Title: Strategy Analyst

College/Portfolio: Policy, Strategy & Impact **School/Group:** Strategy Team

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

Classification: HEW 6

Time Fraction: 1.0

Employment Type: Continuing

Reporting Line: Associate Director, Strategy Office

No. of Direct reports: None

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 Policy, Strategy and Impact (PSI) Portfolio works to advance the values, goals and outcomes articulated in *Knowledge with Action: RMIT's Strategy to 2031*.

PSI supports the delivery of these priorities through strategy development and execution, Indigenous engagement and Responsible Practice, innovative partnerships in lifelong learning, entrepreneurship and place-based development, public policy and capability development.

PSI brings together diverse teams from across the RMIT Group, including RMIT Europe, Strategy; Indigenous Education, Research and Engagement; the Ngarara Willim Centre; RMIT Activator; the Health Transformation Lab; Government Relations; the Workforce Innovation and Development Institute; with colleagues supporting impact and community engagement.

PSI operates as a collaborative and inclusive network, working to grow an ecosystem of relationships and partnerships to create impact and systems change at scale, combining diverse sources of knowledge and skill with evidence-driven innovation, public policy design and community engagement.

Position Summary

This is a dynamic, fast paced role in the Strategy team at RMIT. The Strategy team develops and drives the Universities strategic agenda and signature initiatives, including the strategy execution process, scorecard reporting and rankings. The role will support projects that explore issues shaping the future of tertiary education and RMIT's strategic direction by:

- Conducting research and analysis into areas such as tertiary education participation, workforce trends, skill shortages, student experience, industry best practice, scorecard / rankings reporting and identifying business implications of findings
- Supporting the synthesis of findings into clear, structured reports and presentations that inform decision making
- Contributing to the identification of learning opportunities and the design of high-impact initiatives for RMIT
- Collaborating with colleagues across the Strategy team and the Policy, Strategy & Impact portfolio

The role is ideal for applicants who are curious, analytical, and motivated to learn, with an interest in social impact, education sector strategy, or strategic research.

Key Accountabilities

Specific accountabilities may include:

- Conduct research and analysis into topics related to tertiary education participation, workforce trends, skill shortages, student experience, community demand, industry best practice, scorecard reporting and rankings
- Support research and analysis into industry best practice and trends in the education industry.
- Support the synthesis of research findings into compelling structured reports and presentation that help the university compare strategic options, improvement opportunities and design high-impact teaching and research initiatives.
- Collaborate as a valued member of the Strategy Office and PSI portfolio

Key Selection Criteria

Key selection criteria includes:

1. Ability to research, analyse and synthesise information from a range of sources, including basic quantitative analysis.
2. Emerging skills in presenting findings in a clear, structured and compelling way (e.g. in reports, slides or data summaries).
3. Proficiency in Microsoft Office tools, particularly Excel and PowerPoint, with a willingness to learn new analysis and communication tools.
4. Strong written and verbal communication skills.
5. Ability to work effectively in a collaborative team environment and contribute positively to group outcomes.
6. Demonstrated initiative, curiosity and a willingness to learn.
7. Ability to structure and plan small independent research tasks, assignments and projects
8. Organisational skills and the ability to manage time effectively while balancing multiple tasks.
9. Commitment to RMIT's values, including respect for diversity, inclusion and reconciliation with Indigenous communities.

Qualifications

A relevant tertiary qualification and 1-3 years working in industry.

Experience within the education sector desirable but not mandatory.

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.

