



Position Description – Talent Integrity & Contracts Advisor

Position Details

Position Title: Talent Integrity & Contracts Advisor

College/Portfolio: People and Culture

School/Group: Shared Services

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

Classification: HEW 6

Time Fraction: 0.6 FTE

Employment Type: Fixed Term

Fixed Term Reason: Replacement Employee

Reporting Line: Manager, Talent Integrity & Contracts Team

No. of Direct reports: NIL

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 People and Culture Team consists of a team of strategic HR professionals providing outstanding, client focused, proactive and effective solutions and services for all RMIT staff. Our success is achieved by understanding our business and operating as a business partner to our clients. We deliver responsive, innovative and practical solutions and services. The People & Culture Team operates in a manner that supports the RMIT values and achievement of the business objectives. By providing tailored, quality human resources services and products and ensuring a high level of expert support and advice; the People team enhances the ability of Colleges, Portfolios and Groups to meet their business objectives. This, in turn, enables University staff to better support the current and future student population at the University.

[People - RMIT University](#)

Position Summary

The Talent Integrity & Contracts Advisor is responsible for the administration and generation of employment contracts, contract renewals, academic promotions, honorary appointments and additional employment letters for new and existing Executive, Academic, Professional and TAFE staff. This can include liaising with stakeholders on complex contract matters which may involve understanding, interpreting and communicating relevant policy and RMIT's Enterprise Agreement, working with internal stakeholders and HR representatives to meet compliance with relevant policy and for audit purposes, ensuring appropriate certified documentation and approvals are received. The Talent Integrity & Contracts Advisor will be responsible to manager customer relationships for Direct Appointments and to initiate the online Onboarding process for staff, assist with system testing of the Recruitment and Onboarding modules, provide end user training for successful

implementation of new processes and technologies and also participate in projects as Subject Matter Expert (SME), as required.

Talent Integrity & Contracts Advisors will also take responsibility for managing compliance and policy related queries and complex contract matters in liaison with relevant People teams, and College stakeholders, for a range of domestic, international hires and visiting academics.

Reporting Line

Reports to: Manager, Talent Integrity and Contracts

Direct reports: N/A

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

- Administer and coordinate background checks, contract generation and contract renewals for new and existing employees ensuring all required approvals and documentation are obtained to meet audit compliance. Undertake detailed investigations of complex contract and contract renewal enquiries to provide a high level of support and advice to manager, staff and HR colleagues on relevant policy, process interpretation and how to structure contracts for complex or specialised appointments
- Proactively identify opportunities for continuous improvement or system issues in the Talent Integrity & Contracts teamwork areas to enhance customer experience. This may include identifying system issues, performing user acceptance testing, and training of end users to build the necessary skills to effectively meet the Talent Integrity & Contracts and Talent Acquisition performance and customer satisfaction metrics.
- Providing timely and customer-focused employee onboarding services, advice and support to customers and clients. Act as the first point of contact for new employee induction and any pre-employment issues.
- Maintain knowledge of frequently changing immigration requirements, interpret and apply complex Fixed Term legislation and provide guidance to senior managers regarding the university's legislative and policy obligations and requirements, acting as a point of contact in liaison with Policy Workplace Relations team.
- Liaise with the People Global Mobility team to identify and assess work rights during the application and hire processes for paid and honorary appointments.
- HR checks – review jobs entered into system for accuracy, and compliant with Fixed Term and Fair Work legislation, policy and qualification requirements.
- Content reviews – review contract templates for accuracy and provide feedback on impacts when updated by Policy and Workplace Relations.
- Support the Manager, Talent Integrity & Contracts to enable the Talent Integrity & Contracts team to achieve high customer satisfaction through delivery of effective and efficient contract, and honorary administration. The incumbent may be required to act as Team Manager to cover absences as required.
- Support team members to meet client expectations and achieve team goals.
- Undertake other appropriate duties as directed by the Manager, Talent Integrity & Contracts.

Key Selection Criteria

- Demonstrated knowledge and experience in the development and delivery of contemporary recruitment, selection and employee onboarding practices
- Proven ability to prioritise multiple tasks to meet conflicting deadlines with strong attention to detail
- Highly developed interpersonal skills with demonstrated experience in a customer service environment within a large complex environment
- Excellent written and verbal communication skills with a strong focus on managing customer expectations
- Demonstrated ability to show initiative and creativity in solving problems
- Demonstrated commitment to quality assurance, compliance and continuous improvement
- Demonstrated experience in the use of a range of computer applications and the ability to quickly learn new technologies, including Microsoft Office Programs, Service Now, e-recruitment and onboarding systems including Workday, highly desirable.
- Proven ability to maintain confidentiality and to influence clients and stakeholders, and to build relationships with customer groups
- Proven experience and understanding of Employment contractual law as well as Fixed Term legislation, and work rights / visa requirements.

Qualifications

Relevant tertiary qualifications in Human Resource Management or related field, and/or relevant experience in a similar role.

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.