



Position Description – Training Specialist

Position Details

Position Title: Training Specialist

College/Portfolio: Operations Portfolio School/**Group:** Information Technology Services

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

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

Employment Type: Fixed Term (12 months)

Fixed Term Reason: Specific Task or Project

Reporting Line: Organisational Change Management Delivery Lead

No. of Direct reports: NA

RMIT University 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 Operations Portfolio enables an integrated, enterprise-wide delivery for best practice student and staff experiences.

The Operations Portfolio incorporates the following business units: Enterprise Projects and Business Performance (EPBP), Communications, People, Information and Technology Services (ITS), Office of the Chief Operating Officer, Procurement and Vietnam Operations.

The Operations Portfolio houses significant drivers and delivery components across the staff and student journeys and enables the overall experience for both groups. The Portfolio is integral in bringing the RMIT strategy to life globally. Each of these functions supports the global operations of the University both directly as well as through its controlled entities.

The Information Technology Services (ITS) function provides RMIT University with current and emerging Technology systems and services. Our vision of “unleashing technologies to enable great experiences for RMIT communities” supports a proactive and leading-edge technology ecosystem, mindset, and delivery, empowering the advancement of the University's commitment to advancing Lifelong Learners.

Within ITS function, the relevant groups are:

- **The Office of the CIO** (oCIO) provides strategic and operational leadership and support across Technology, ensuring an effective operating rhythm that is well-defined to enable a capability-led technology function and continuing to develop and mature best in class Technology Governance, Risk and Compliance and Organisational Change Management (OCM). Additionally, the oCIO is responsible for partnering with Finance, Communications and Procurement
- **Portfolio and Planning department.** Handles governance and delivery of approved enterprise and technology projects in line with RMIT and ITS strategy and manages a sizeable portfolio of projects across RMIT Global (Australia, Vietnam, Europe, and partners).

Position Summary

RMIT is seeking a Training Specialist to create and deliver a flexible, fit for purpose, sustainable training approach. This role is for a large complex project with impacts on technology, process and people (Staff and Student).

The approach will need to identify the best learning approaches (face to face, digital, simulations, assessment, procedures, class based etc) that will enable learning.

As Training Specialist, you will be responsible for the development of the materials as well as training delivery and working collaboratively with the Organisational Change Manger on the project. Your role in assessing stakeholder impacts, formulating the necessary approaches and delivering those activities will be critical to the success of the project.

This role will suit a training professional experienced in delivering end-to-end design solutions, designed to drive adoption across dynamic technology projects with diverse stakeholders

Key Accountabilities

- Working with the Change Manager and other project team members, this role is accountable for leading the design, development, and delivery of the training outcomes for the project.
- Collaborate with the project team, functional, technical and stakeholder teams to identify and service the learning requirements for all and complete a Training Needs Analysis and Training Plan.
- Document any work procedures required for the training and build required supporting training material such as simulations, e-learning, and video demos for the business deployment.
- Create learning modules in Learning Management Systems.
- Coordinate and deliver digital and face to face training sessions for the new solution, and any procedures, policies, regulatory, legislative, legal or HR (Human Resources) requirements.
- Set up a training and SME coaching/mentoring and support model as required.
- Support Change Manager to document all the training related comms and working program communications manager to deliver via relevant channels and liaising with the program comms manager to ensure the comms is aligned to the program messages.
- Support end-to-end training delivery scheduling (pre and post deployment) including recording workshops as required and creating a BAU/SharePoint learning library to hand over to BAU team to maintain ongoing.

Key Selection Criteria

- Minimum 5 years' experience as a Training practitioner (Training Developer/Facilitator).
- Experience in training design and delivery for large scale technology projects.
- Excellent communication skills both written and verbal: ability to articulate messages to a variety of audiences and all organisational levels.
- Excellent planning and organisation skills along with strong levels of productivity in terms of attention to detail, accuracy, time management and speed.
- Ability to work autonomously, own tasks/deadlines, take accountability for delivering quality outcomes, manage priorities, and adapt to moving timeframes.
- Experience creating online training solutions.
- Experienced designing and delivering train the trainer programs.

Desirable:

- Exposure to tertiary education sector.
- Understanding of the principles and practices of Change Management.

Qualifications (Desirable)

Bachelor's degree in related discipline

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.