



Position Description – Workforce Capability Lead (HEW 8)

Position Details

Position Title: Workforce Capability Lead

College/Portfolio: People and Culture **School/Group:** Capability and Employee Experience

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

Classification: HEW 8 **Time Fraction:** Full time

Employment Type: Continuing

Reporting Line: Senior Manager, Capability and Leadership Development

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.



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 portfolio is comprised of a team of strategic HR professionals who provide outstanding, client focused, proactive and effective solutions and services for all RMIT employees. 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 that allow the University to enter the Future of Work.

The People team operate in a manner that supports the RMIT values and achievement of the RMIT Next Strategy. By providing tailored, quality human resources services and products and ensuring a high level of expert support and advice, the People team will enhance College/Portfolio and Groups ability to meet their business objectives. This in turn will allow the University workforce to better support the current and future student population at the University.

The Capability and Employee Experience team delivers a range of planned, data driven, evidence-based initiatives that positively impact the University's culture, uplift capability and improve the employee experience with a particular focus on employee voice and diversity and inclusion. The Capability and Employee Experience team works across all employee levels from emergent to executive providing facilitation, coaching, insight and learning expertise.

The Capability, Inclusion and Leadership team, to which this position reports, delivers, leadership organisational workforce development, inclusion and capability initiatives aligned to RMIT's Knowledge with Action Strategy.

Position Summary

The Workforce Capability Lead designs, facilitates and delivers workforce development initiatives that translate RMIT's strategic priorities into practical learning outcomes and capability interventions. The role applies high-quality instructional design, facilitation, consultation and evaluation practice to deliver impactful learning experiences that support measurable behavioural, capability and organisational outcomes.

The role partners with leaders, stakeholders and subject matter experts to analyse capability needs and co-design contemporary, learner-centred development solutions. Through this work, this role strengthens workforce capability at institutional scale by shaping relevant, inclusive and future focussed capability initiatives.

Key Accountabilities

- Apply instructional design expertise to design, facilitate and deliver evidence-based workforce development initiatives that translates RMIT's strategic priorities into clear learning outcomes and capability interventions.
- Undertake stakeholder consultation and capability needs analysis to identify workforce capability gaps, partnering with leaders, and subject matter experts (SMEs) to co-design impactful learning solutions using fit for purpose delivery modes.
- Analyse internal strategic capability needs and external trends to inform the design and implementation of capability initiatives and learning plans at individual, team and organisational levels.
- Undertake discovery, research and analysis to inform the design of coherent capability approaches, including learning pathways, blended programs encourage learning through, education, exposure and experience.
- Lead and delivery of capability initiatives with sound project and change management practices, ensuring alignment, quality and sustainable outcomes
- Evaluate capability initiatives to assess behavioural, capability and organisational impact using contemporary evaluation approaches (eg. Kirkpatrick) to inform continuous improvement and support evidence-based decision making.
- Contribute as a senior member of the team by modelling high-quality practice and supporting consistent standards and ways of working, including cover for the Senior Manager, Capability and Leadership Development as required.

Key Selection Criteria

- Proven instructional design expertise to analyse capability needs and collaborate with stakeholders, leaders and subject matter experts to design and deliver evidence-based workforce development and learning initiatives.
- Strong experience in the evaluation of workforce development initiatives to measure behavioural, capability and organisational outcomes, using insights to inform continuous improvement.
- Ability to translate organisational priorities and strategy into future focused, organisational capability development strategic plans, programs and development pathways.

- Working knowledge of learning technologies and digital learning approaches (eg. LMS platforms, e-learning, blended learning and emerging learning technologies such as AI supported learning tools).
- Strong commitment to contemporary learning and workforce development practice, including maintaining currency with emerging instructional design, facilitation and capability development approaches.

Qualifications

Tertiary qualification in Human Resources and Organisational Development (or equivalent experience) and / or equivalent skills and knowledge with demonstrated experience working in an organisational development consultancy environment.

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.