



## Position Description – Workforce Planning Officer

### Position Details

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**Position Title:** Workforce Planning Officer

**College/Portfolio:** College of Design and Social Context (DSC)

**School/Group:** Design and Social Context (DSC) College Office

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

**Classification:** HEW 5

**Time Fraction:** 1.0 FTE

**Employment Type:** Fixed Term until 18 December 2026

**Fixed Term Reason:** Replacement Employee

**Reporting Line:** Workforce Planning Coordinator

**No. of Direct reports:** N/A

### RMIT University

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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?

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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

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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

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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 of Design and Social Context

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The College of Design and Social Context encompasses RMIT University's renowned art, architecture, design, built environment, communication, and social science disciplines. The college has 24,500 students and over 1,000 staff located in 9 schools in Melbourne and a school in Vietnam.

The College's academic programs are generally market leaders and in high demand. Based on a strong foundation of practise led, industry partnered teaching and research, we aim to deliver skilled graduates with a deep sense of purpose, and high impact research and innovation.

For more information see [www.rmit.edu.au/dsc](http://www.rmit.edu.au/dsc)

## Position Summary

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The Workforce Planning Officer works in a collaborative manner to support the casual academic lifecycle across Schools in the College of DSC. The incumbent is a key contact for designated School/s in the College and will provide responsive, consistent and accurate administrative support for casual academics and academic managers in the schools in relation to their casual academic engagements, including: recruitment and onboarding, timesheet validation and approvals, processing of time variations, the resolution of pay queries, issues resolution and general workday support.

The Workforce Planning Officer will develop deep knowledge around workday functionality, the workforce planning tools, and RMIT processes in order to identify, investigate and resolve issues in relation to casual workforce management. They will ensure that data accuracy and integrity is maintained in the workforce planning tools.

### **Key Accountabilities**

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- Provide administrative support for the engagement of casual staff, assist with on-boarding activities and act as the first point of contact for enquires related to casual engagement and working time submissions.
- Support accurate and timely pay of casual staff using the College tools to verify and validate hours against the school's planned activities, ensuring accuracy in data input.
- Utilise WorkDay functionality and the workforce planning tools for casual workforce management and to implement related business processes.
- Identification, investigation and resolution of issues related to casual workforce management, casual pay, the workforce planning tools and workday. Escalation of issues where appropriate.
- Identifying opportunities for improvement in the team's processes and contribute to the streamlining of processes, communication lines and the experience of line managers and casual academic staff.
- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
- Other duties as required by the Workforce Planning Coordinator or the Senior Manager, Planning and Operations within the scope of the classification.

### **Key Selection Criteria**

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1. Proven ability to work independently, prioritise tasks and meet deadlines in an agile and demanding environment.
2. Excellent attention to detail and a commitment to quality assurance.
3. Well-developed organisational and planning skills and a demonstrated commitment to continuous process improvements.
4. Demonstrated customer service skills and highly developed communication and interpersonal skills.
5. Demonstrated ability to work effectively, flexibly and collaboratively within a team and beyond the immediate work unit, contributing to the achievement of team goals.
6. Demonstrated digital literacy.

### **Qualifications**

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A relevant tertiary qualification and/or relevant experience.

### **Working with Children Check**

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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.