



## Position Description – Quality Enhancement Officer

### Position Details

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<b>Position Title:</b>	Quality Enhancement Officer
<b>College/Portfolio:</b>	STEM College
<b>School/Group:</b>	STEM College Office
<b>Campus Location:</b>	Based at the Melbourne CBD campus, however may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 6
<b>Employment Type:</b>	Continuing
<b>Time Fraction:</b>	1.0

### RMIT University

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RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. 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 three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

## Why work at RMIT University

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Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

## College/Portfolio/Group

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The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industry, as never before.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. We have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community of achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College. STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students. We are here to positively impact the world and create the next generation of STEM leaders.

## Position Summary

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The Quality Enhancement Officer will provide project expertise and support for quality and compliance processes including program development and comprehensive program review. The incumbent will work collaboratively and proactively with key stakeholders including program managers, professional, academic, and teaching staff and the College Quality team to foster learning across programs and schools so that processes are managed in timely and efficient manner.

## Reporting Line

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Reports to: Senior Manager, Quality Enhancement

Direct reports: NA

## Organisational Accountabilities

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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**

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- Coordinate a range of projects that support continuous improvement of College quality processes and services including academic integrity, WIL, staff qualifications and equivalence and program accreditation.
- Support the CPR and annual review processes across all programs, modes and locations.
- Assist with University and College compliance obligation activities, including internal and external audits and Canvas quality processes.
- Gather, collate and analyse data and information to provide advice, recommendations and solutions regarding specific projects and operational procedures.
- Provide support for program and course development and amendments and prepare documentation including program and course guides for meetings/committees and working groups.
- Assist other teams across the portfolio and College as required within the scope of this classification.
- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT’s values.
- Other duties as required within the scope of this classification.

**Key Selection Criteria**

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1. Proven experience in providing high level team and individual staff member support in a complex organisation.
2. Demonstrated ability to draft correspondence to a high standard to internal and external stakeholders.
3. Experience and demonstrated initiative in an environment with changing deadlines and priorities with a high level of attention to detail
4. Demonstrated computer literacy including word processing, presentation software, email, internet and electronic document management databases and the ability to adapt to changing software, digital technology and service delivery requirements.
5. Proven ability to coordinate short-term projects.
6. Proven ability to build and maintain effective working relationships including demonstrable negotiation, liaison and communication skills.

**Qualifications**

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Relevant qualification and/or relevant experience.

Note: Appointment to this position is subject to passing a 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.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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