



Position Description – Senior Investigator (GBV)

Position Details

Position Title:	Senior Investigator, Specialist Response to Gender Based Violence (GBV)
Portfolio:	Operations
Group:	Health, Safety & Risk
Campus Location:	Primarily based at the City Campus, and the potential to work across other RMIT campuses as required.
Classification:	HEW 9
Time Fraction:	EFT 1.0
Employment Type:	Continuing
Reporting Line:	Senior Manager, Safer Community
Direct reports:	N/A

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 Operations Portfolio provides enterprise-wide support functions to the University, enabling our learning, research and engagement activities and delivering exceptional experiences for our students and staff.

Health, Safety and Risk is responsible for defining and driving health, safety and risk management strategies and provides an oversight to the University's overall Health, Safety and Risk Profile. This function also oversees campus safety and security operations, ensuring alignment across all RMIT campuses.

Position Summary

RMIT Safer Community provides high level risk assessment, advice and support for the management of inappropriate, threatening and concerning behaviours involving students and support for staff regarding the management of students engaging in problematic behaviour, within the bounds of the staff members role. It is the central point of enquiry, reporting and advice for sexual harm, family and domestic violence and provides support and advice on reporting with child safety related matters at RMIT University.

This position is responsible for coordinating a trauma-informed, person-centred approach to reports and supporting the work of the Safer Community team in delivering effective and responsive support to students experiencing or fearing harm. This is achieved with a thorough understanding of the University policies and processes available to address complex issues within the University setting and an in depth understanding of those services external to the University.

This position is key to the University's commitment to providing a specialist trauma-informed response to gender-based violence reports. The role is responsible for case management and the investigation reports of gender-based violence from staff and students and providing outcomes and recommendations to either the Academic Registrars Group, for students, or the relevant Human Resources Team for staff related matters as appropriate.

Key Accountabilities

- Lead the development, implementation and continuous improvement of a specialist, trauma-informed response to Gender Based Violence (GBV) for staff and students, ensuring alignment with the National Higher Education Code to Prevent and Respond to Gender-based Violence (National Code), relevant legislation, and university policies, procedures and standards.
- Provide expert leadership and guidance in trauma-informed case management of GBV disclosures and reports, including acting as a senior escalation point for the Safer Community team when the discloser wishes to progress to formal investigation or where cases are high risk, complex, or sensitive.
- Manage and conduct investigations into reports of GBV involving staff and/or students, ensuring all processes are procedurally fair, timely, impartial, confidential, transparent, person-centred, trauma-informed and compliant with National Code requirements, employment obligations and student conduct frameworks.
- Ensure investigative and case management practices meet National Code expectations, including risk assessment, interim safety measures, recordkeeping, reporting, information sharing, and coordination across relevant university functions
- Analyse incident data, trends and systemic patterns related to GBV, and provide evidence-based insights and recommendations to line management to support continuous improvement in University policies, procedures, processes, prevention strategies, and service delivery
- Act as a subject matter expert and capability lead for Safer Community Advisors and the broader University community by providing specialist advice, mentoring and guidance on trauma-informed responses and investigations into GBV.
- Establish, maintain and strengthen effective partnerships and referral pathways with internal and external stakeholders, including HR, Student Conduct, Wellbeing, Legal, Security, and relevant external agencies, to ensure coordinated, compliant and person-centred responses for staff and students.
- Contribute to a culture of safety, compliance and accountability by supporting quality assurance activities, policy reviews, training initiatives, and governance processes relevant to GBV and National Code obligations.
- Undertake other duties and responsibilities appropriate to the role, as directed by the supervisor, consistent with organisational priorities and legislative and regulatory requirements.

Key Selection Criteria

Essential:

- Demonstrated experience in delivering professional, trauma-informed complaints and investigation management solutions in a large complex organisation.
- Demonstrated capacity for analytical and conceptual thought in the development of new initiatives; in the diagnosis of problems; and in providing innovative and practical solutions.
- Demonstrated experience as a subject matter expert to provide advice and to influence University stakeholders involved in the complaints and investigation process with a focus on GBV.
- Demonstrated experience working collaboratively with a diverse range of internal and external stakeholders, including senior leaders and executive teams, to build productive relationships, influence outcomes, and support the delivery of strategic organisational objectives.
- Demonstrated experience in assessing and managing safety risks in sensitive or complex cases.

- Highly developed strong interpersonal and resilience skills, including negotiation, influencing skills and the ability to respond to people under stress and/or highly emotional and to remain calm and deescalate situations effectively.
- Proven ability in providing accurate and timely solutions and advice through multiple channels relating to both staff and students.
- Demonstrated experience and understanding of key employment matters and procedural fairness in managing staff reports of GBV.
- Proven ability to work autonomously with minimal supervision and to prioritise multiple tasks to meet conflicting deadlines in a multi-disciplinary team environment.
- Proven ability to maintain confidentiality and build trust to deal with sensitive and difficult situations in a person-centred, trauma-informed manner.
- Proven ability in the use of a range of computer applications, ability to write detailed, accurate and logical case notes and written reports.
- Demonstrated experience in driving continuous improvement in managing complaints and investigations.
- Highly experienced, resolution focussed individual who has a passion for delivering an outstanding experience while understanding the impact of trauma.

Desirable:

- Experience leading investigations in government or workplace settings, including managing sensitive or complex matters, conducting trauma-informed interviews, applying procedural fairness, and delivering well-reasoned findings and recommendations.
- Experience conducting structured, trauma-informed risk assessments and applying risk-based decision-making in complex or sensitive cases.
- Specialist training or certification in trauma-informed practice, sexual harm response, or family and domestic violence.
- Knowledge of the National Higher Education Code to Prevent and Respond to Gender-based Violence.
- Experience delivering training or capability-building related to GBV response or investigative practice.
- Demonstrated cultural capability, including experience supporting communities with diverse backgrounds and needs.

Qualifications

Essential requirements of the role

- Tertiary qualifications or equivalent experience in a relevant discipline.
- a Certificate IV in Government Investigations or equivalent investigative qualification.
- 5+ years of 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.

Endorsed:	Signature:	Approved:	Signature:
	Name: Dawn Tunnicliffe Title: Senior Manager, Safer Community		Name: Shah Abdul -Rahman Title: Executive Director, Health, Safety & Risk.
	Date:		Date: