



Position Description – Workforce Planning Officer

Position Details

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| Position Title: | Workforce Planning Officer |
| College/Portfolio: | STEM College |
| School/Group: | STEM College Office |
| Campus Location: | Based at either the Bundoora or City campus but may be required to work and/or be based at other campuses of the University. |
| Classification: | HEW 5 |
| Employment Type: | Fixed Term to June 2025 (maternity leave replacement) |
| Time Fraction: | 1.0 |

RMIT University

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

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>

STEM College

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 industries.

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. Under the leadership of DVC STEM College & Vice President, Digital Innovation, 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 to 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.

<https://www.rmit.edu.au/about/schools-colleges/stem-college>

STEM College Operations Professional Staff

The STEM College Operations teams provide exceptional and efficient support to the College via a shared services model.

The team delivers service to all four Schools across five distinct functions:

- Student Lifecycle
- Planning & Operations
- Technical Services
- Program & Governance
- WIL & Engagement

Relevant digital solutions – such as Workday – are used by the five teams to streamline processes and drive operational efficiencies. The Group's end-to-end professional support ensures a consistent approach to the operational and strategic functioning of the College and adherence to University policies and procedures.

The STEM College Operations professional staff are instrumental in providing students with a transformative and enriched learning experience, and in supporting our research and engagement administration activities.

Position Summary

The STEM College Workforce Planning team supports activities related to all of the College's human resourcing requirements. As a member of the team, the Workforce Planning Officer will support activities across the College such as academic workload allocation, recruitment and on-boarding, preparation of HR paperwork, engagement of visitors and external collaborators and ensuring that employees processes are followed in accordance with University and College policy and procedure.

The position will be responsible for collecting, processing and passing on information that underpins Human Resources, and supporting activities driven by the Workforce Planning Senior Coordinator to achieve the team's overall goals. The team will make a significant contribution to student experience and the School's research endeavours by enabling the School and College to effectively and responsively resource its wide range of activities.

The incumbent will be expected to work in a highly collaborative manner both with RMIT and external stakeholders. The role involves active participation in, and contribution to, the development of efficient processes and the implementation of systems and protocols that align with the University's established protocols, policies and

procedures. The incumbent will also contribute to high quality service provision as well as cultural and work practice changes that align and support the strategic directions of the College.

Reporting Line

Reports to: Workforce Planning Coordinator

Direct reports: NIL

Organisational Accountabilities

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.

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

- Provide support for the recruitment process for casual, continuing, and fixed-term academic, professional, research, honorary, visiting and adjunct staff, ensuring the completion of all onboarding tasks and providing support for the induction of all staff appointed within the STEM College.
- Provide administrative support for the engagement of casual staff for teaching, research and administrative purposes and maintain appropriate casual staff employment records, assist with on-boarding activities and act as the first point of contact for enquires related to engagement and working time submission.
- Support accurate and timely pay of casual staff by ensuring work schedules entered into RMIT systems is correct and facilitating casual pay claim workflow.
- Process and see through Human Resources paperwork to completion, such as due to end reports while collecting and processing data required for academic staff work allocation.
- As part of the team, actively update and maintain the Workforce Planning Team's intranet pages on the STEM Hub and any other team communications (templates, Promapp's, induction material, canned email responses etc), ensuring that information related to the team's services, processes and contact details are accurately maintained and communicated to staff.
- Ensure the provision of a high-level administrative support by adhering to established College and RMIT processes and standards, meeting team standards by completing tasks in an accurate and timely manner.
- Contribute to continuous improvement processes, identifying opportunities for improvement, providing feedback to relevant areas and contributing to the streamlining of processes, communication lines and support services.
- Maintain effective working relationships with key RMIT and external stakeholders to ensure successful development of College activities; participate in key RMIT forums as required.
- Develop and apply knowledge of relevant policies, practices and standards to organise and prioritise work, while using judgment to solve problems arising in own work area.
- Other duties as required by the Workforce Planning Coordinator, Workforce Planning Senior Coordinator or the Associate Director, Planning and Operations within the scope of the classification.

Key Selection Criteria

1. Demonstrated ability to work effectively, flexibly and collaboratively with colleagues within and beyond the immediate work unit, contributing to the achievement of team goals.

2. Demonstrate a proven track record in effectively managing high-volume, transactional activities related to workforce planning, showcasing meticulous attention to detail in handling diverse tasks efficiently
3. Demonstrated commitment to quality and continuous improvement, and proven ability to interpret and apply policies, procedures, and systems consistently, provide advice and to drive creative solutions through to implementation within the immediate work area.
4. Proven ability to work independently, use initiative and prioritise tasks and meet deadlines in an agile and demanding environment.
5. Demonstrated highly developed interpersonal, relationship building, oral and written communication skills and the proven ability to liaise effectively with a wide range of management, staff and external parties on complex and sensitive issues.
6. A high order of analytical and problem-solving skills and the demonstrated ability to develop and implement innovative and creative solutions.
7. Demonstrated high-level computer skills using Word, Excel, databases, Internet and email.
8. A proactive attitude towards problem solving with an ardent sense of endeavour

Qualifications

Qualification and/or relevant experience in Human Resource Management and/or Business Administration.

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.