



Position Description – Senior Coordinator Planning & Operations

Position Details

Position Title: Senior Coordinator Planning & Operations

College/Portfolio: College of Business and Law **School/Group:** School of Economics, Finance and Marketing

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

Classification: HEW 8 **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: (Senior) Manager Planning & Operations (EFM)

No. of Direct reports: No direct reports.

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

As one of the largest Business Schools in the Asia Pacific region, the College of Business and Law is comprised of six schools – five in Melbourne and one in Vietnam - delivering a broad range of programs in Business, ranging from Certificates up to PHD levels. Many programs articulate between Vocational Education and Higher Education, creating pathways for further study. RMIT Business programs are delivered in Melbourne, Vietnam, Singapore, Shanghai and Jakarta, as well as through Open Universities Australia (OUA) and RMIT Online. The College has an annual budget of approximately \$280 million, employs over 600 staff and delivers programs to approximately 31,000 students (21,000 EFTSL).

In line with RMIT's vision to be recognised as a global university of technology, design and enterprise, the College mission is to deliver in a global context innovative, industry-engaged education and applied research connected to business and design. The College assists in achieving the ambitions of RMIT's new five-year strategic plan Ready for Life and Work by making active contributions towards life-changing experiences for students, creating passion with purpose for its staff and shaping the world with impactful research and global reach.

In particular, the College has defined a number of initiatives which are summarised in three priority areas: enterprising, student experience and international mobility.

The College is located on RMIT University's City Campus and resides in the state of the art Swanston Academic and Emily McPherson buildings.

For further details about the College, please visit: <https://www.rmit.edu.au/about/schoolscolleges/college-of-business-and-law>

School of Economics, Finance and Marketing

The school began as the Department of Economics and Finance in 1990 and in 2005 the discipline of Marketing joined the Department to become the School of Economics, Finance and Marketing. As a School we aim to provide practical, relevant, and innovative economics, finance, marketing, blockchain enabled business and social impact programs; research; industry training and consulting which graduates, employers, industry and university peers acknowledge as amongst the best available in the international marketplace.

We offer undergraduate programs in Economics, Finance and Marketing, postgraduate programs in Finance and in Marketing and Blockchain Enabled Business and higher degrees by research (Masters or PhD) in all three of our disciplines (Economics, Finance and Marketing). Our undergraduate programs are also offered at RMIT Vietnam and through our partnership with The Singapore Institute of Management.

We are a multi-disciplinary team with cutting-edge facilities looking to engage with others.

[School of Economics, Finance and Marketing - RMIT University](#)

Position Summary

The Senior Coordinator, Planning and Operations is responsible for ensuring that key School operations, initiatives and projects are effectively planned and efficiently implemented. The incumbent will manage the timetabling process and its dependencies and constraints within the School, including the coordination of staffing allocations with the relevant stakeholders and coordination of casual/sessional engagement and pay process.

The Senior Coordinator, Planning and Operations is a key role within the school and is integral to the daily operations of the school. Success in the role requires the creation and maintenance of strong positive stakeholder relationships across the School and College, problem solving abilities and an eye for detail.

Engaging their understanding of School and College operations, leadership skills, outcomes focus and ability to develop high level concepts into detailed and achievable plans, the Senior Coordinator, Planning and Operations will enable the Dean of School and Manager, Planning and Operations to maintain focus on strategic and tactical matters. The Senior Coordinator Planning & Operations will work collaboratively with relevant stakeholders within the College and broader university to ensure outstanding service delivery and effective contributions to shared initiatives.

Key Accountabilities

- Effectively lead a team of professional staff to deliver consistent high quality services, administrative functions and interfaces ensuring flexible and timely responses to operational needs within the School, College and University, and the development of productive working environments which are reflective of the University's values.
- Manage the timetabling process and its dependencies and constraints within the School, including coordinating the operational component of workload allocation.
- Coordinate the casual/sessional staff engagement, pay process and approvals including liaising with academic staff, communication, induction, compliance, approval and maintenance of sessional database. Act as a point of contact for complex queries and ensure liaison with relevant stakeholders across the College.
- Working with the Manager, Planning and Operations, support the School's compliance with legislation and University regulations and policy, and College-wide procedures and processes.
- Work collaboratively within the School and College to ensure that scheduled actions are carried out and deliver the intended outcomes whilst maintaining agility. Make and implement recommendations for improvement.
- Coordinate and manage projects and other tasks relating to strategic priorities and initiatives.
- Deputise for the Manager, Planning and Operations
- Other duties as directed by the Dean of School and/or Manager Planning and Operations within the scope of this classification.

Key Selection Criteria

- Demonstrated effective leadership skills including the capacity to initiate, manage and lead in a challenging and dynamic environment.
- Demonstrated highly developed interpersonal, communication and negotiation skills that enable internal and external collaboration with a wide range of stakeholders on complex, sensitive and confidential issues.
- Strong stakeholder relationship skills, including the ability to influence and negotiate for solutions with a customer focus.
- 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.
- Analytical and problem-solving skills and the demonstrated ability to develop and implement innovative and creative solutions in a complex environment.
- Demonstrated effective organisational skills in the planning, development, implementation, operation and review of resources and/or services to achieve a quality environment.
- Operational planning and project management experience.
- Experience in leading/ delivering change management within an organisation.
- Ability to collect and analyse data, produce reports, and develop and implement strategies that effectively address areas of weakness.

Qualifications

Relevant tertiary qualifications and/or proven experience.

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.