



Position Description – Senior Advisor, Workforce Planning

Position Title: Senior Advisor, Workforce Planning

Position Number:

College/Portfolio: College of Business & Law

School/Group: Students & Operations

Campus Location: Based at the City campus but may be required to work and/or be based at other campuses of the University.

Classification: HEW 8

Employment Type: Fixed-term

Time Fraction: 1.0 FTE

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>

College of Business & Law

As one of the largest Business Schools in the Asia Pacific region, the College of Business and Law is comprised of five schools – four 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 1000 staff and delivers programs to approximately 30,000 students (20,000 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. 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/our-education/academic-colleges/college-of-business>

Position Summary

The Senior Advisor, Workforce Planning is responsible for developing and maintaining College strategic workforce plans, including professional development, wellbeing and engagement plans, ensuring alignment with key sources of planning data and accuracy of information. The Senior Advisor is also responsible for developing and maintaining the Annual Operating Plan and related Operational Plans, ensuring that these are aligned with the College's strategy and that a suite of tools and high-level support is provided to the College Executive.

Working with a range of stakeholders across the College's Melbourne Schools, the Senior Advisor manages the annual academic workloads process, including coordination of associated governance activities and communications. In this role, the Senior Advisor ensures that the College meets the requirements under the Enterprise Agreement.

In addition to these large initiatives, the Senior Advisor acts as a senior leader in the College to drive workforce planning activities such as reporting and cost modelling, providing guidance to the Senior Officers, Planning & Reporting.

Reporting Line

Reports to: Manager, Workforce, Planning and Reporting

Direct reports: none

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

- With direction from the Head of Planning and Operations, drive the College's strategy and approach to workforce planning, providing advice and recommendations for continuous improvement.
- Work closely with the Workforce Planning and Reporting team to ensure that workforce planning is data-informed and that methodologies for workforce planning projections are tested and supported. Work collaboratively with the Manager, Workforce, Planning and Reporting to ensure alignment of approach from forecasting through to reporting.
- Manage the process for development, maintenance and reporting for the Annual Operating Plan and Operating plans for the College of Business and Law. Provide high level advice and support to the College Executive to ensure that annual plans reflect the strategic direction of the College and University.
- Develop and continuously improve reporting tools for annual plans. Socialise these with key senior stakeholders for Schools and portfolios. Oversee the development and maintenance of a dashboard for visualisation of quarterly reporting against these plans.
- Manage the annual process for Academic Workloads, including coordination of dependant activities such as election of representatives, communications to academic and executive staff. Ensure that the College meets the requirements set out in the enterprise agreement for consultation around academic workload models and the formation of academic workload allocation committees. Provide high level advice and support to the College Executive to support all annual processes relating to academic workloads.
- Coordinate the delivery of professional development activities across the College, using the workforce data, strategic direction and other insights to inform the annual professional development plan to enhance the capability of the College workforce.
- Support the College's staff engagement and wellbeing strategy, including management of plans, overseeing centralised support for key staff lifecycle activities, and driving continuous improvement.
- Provide oversight for the development of tools and resources to support academic workload management and expense tracking, including providing guidance to the Senior Officers Reporting, and Workforce Planning regarding the development of academic workload tracking tools, and related reports and dashboards.
- Provide oversight for the delivery of cost modelling, timetable and casual pay reporting, and student-related reporting. Provide guidance to the Senior Officers, Reporting and Workforce Planning regarding College reporting requirements and continuous improvement.
- Support the General Manager, Operations and Head of Planning & Operations with initiatives related to workforce planning as required. Act as key College senior representative for workforce planning, working collaboratively with counterparts in other Colleges to continuously improve business processes.
- Manage and participate in projects in alignment with accountabilities.
- Any other duties as directed.

Key Selection Criteria

1. Experience in workforce planning and the provision of advice and recommendations on the development of plans, tools and reporting to support this process in a large organisation.

2. Demonstrated experience in establishing and developing systems, tools, and processes to support strategic and operational planning, preferably in the tertiary education environment.
3. High level interpersonal skills, ability to develop strong working relationships with staff at various organisational levels and influence internal and external clients.
4. Demonstrated diagnostic, analytical and problem-solving skills, with the proven ability to exercise autonomous judgement and provide creative solutions to complex business problems.
5. Demonstrated project management experience, including the ability to initiate, coordinate, and deliver projects through effective planning, resource allocation, communication, negotiation and stakeholder management, and conduct post-project evaluation and reporting.
6. Proven digital capabilities and technological understanding with an ability to use a variety of tools to ensure an end-to-end technology supported process and visualisation of outcomes.
7. Demonstrated ability to interpret and apply policies, procedures and systems and provide sound strategic advice in relation to operational and strategic planning.
8. Demonstrated ability to simultaneously manage complex tasks within a changing environment with the flexibility to adapt to new systems, processes, and work practices, and particularly in leading staff and stakeholders through change.
9. Leadership skills including the capacity to initiate, lead and influence in a challenging and dynamic environment and to provide strategic advice and support as a key advisor to an executive.
10. Demonstrated ability to forge collaborative relationships across organisational boundaries and to connect and work with diverse stakeholders to maintain positive, productive relationships that influence improvements in planning and operations functions.

Qualifications

Relevant tertiary qualifications and/or proven extensive experience

Note: Appointment to this position is subject to passing and maintaining a Working with Children check and other checks as required.

Endorsed:	Signature: Name: Marie Grimard Title: Head of Planning and Operations Date: February 2024	Approved:	Signature: Name: Title: General Manager, College Operations Date:
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