



Job Description – Manager, Equitable Learning and Accessibility

Position Details

Position Title:	Manager, Equitable Learning and Accessibility
Division/ Centre:	Students and Education Portfolio
Department:	Wellbeing
Campus Location:	Based at the Saigon South campus but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PS8
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

www.rmit.edu.au

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

www.rmit.edu.vn

Position Summary

This position leads a team of staff and student aids and manages the Equitable Learning and Accessibility (ELA) service for RMIT Vietnam. ELA provides support and equal opportunities for students who are neurodiverse, students who are living with a long-term medical condition, mental health condition or disability, or a student who is a primary caregiver. The Manager supervises complex case management for registered students and has accountability for strategic initiatives, budget, reporting, and operations of the ELA service.

The Manager is a discipline leader and advises on the application of the University's Inclusion, Diversity, Equity and Accessibility Framework (IDEA) with a focus on students with diverse conditions/disability.

Reporting Line

Reports to: Associate Director, Wellbeing

Direct reports:

- 1 ELA Program Coordinator
- 3 ELA Advisors
- 1 IDEA Advisor
- 1 Outreach Specialist
- 40 Student-Staff

Key Accountabilities

- Manage the team of advisors supporting students registered with the ELA service. Provide supervision for complex cases, coordinating with other Wellbeing services and stakeholders across the university.
- Advise Course Coordinators on reasonable adjustments and equitable assessment arrangements for students with a variety of conditions, including sensory, mental health, and medical needs.
- Coordinate with Student Academic Success regarding study support plans for students registered with both services.
- Manage the ELA Program Coordinator regarding the Student Aid program, ensuring students have access to study support hours.
- Manage the ELA lab including the assistive technology to ensure an accessible study space is available to students with a variety of conditions
- Manage the IDEA Advisor and ELA Outreach Specialist to engage university staff and students in initiatives that build a more inclusive and accessible community
- Provides high-level advice on particularly complex student matters including RMIT VN PAB and CIMT student cases.
- As the University's discipline leader on disability, build organisational capacity towards best practice for students with disability, by providing expert briefings, reports, advice and insight on disability and accessibility.
- Develop and undertake evaluation of ELA programs and projects, analyse findings and prepare reports to drive continuous improvement and to inform future strategies and actions.
- Member of the Wellbeing Leadership Team, advising on strategic and program-level priorities promoting student wellbeing and resilience.
- Maintain awareness of disability and inclusion law in Australia and Vietnam, providing senior leaders with high level advice on compliance with regulatory requirements and best practices.
- Provide expert advice to stakeholders on the application of the University's [Inclusion Diversity Equity and Access Framework](#) (IDEA), including membership of relevant working group and community of practice groups.
- Develop relationships with external healthcare providers, allied health professionals, NGOs, and other community organizations.
- Manage budget and workforce planning for the ELA service, including assistive technology purchases and the ELA lab
- Other duties consistent with the level of the position and focus on the group, as required.

Key Selection Criteria

1. Master's or PhD in social work, education, psychology, or a disability-related field required.
2. Five years of supervisor experience required.

3. Ten years of experience in a related role required.
4. Experience in education required, experience in an university setting is preferred.
5. Demonstrated high-level of skill and considerable experience in management, including people and financial management and ability to provide high-quality advice and deliver outcomes through leading an effective, collaborative work team, demonstrating effective project management.
6. Demonstrated expertise in disability and equal opportunity practice in a large and complex organisation, with the proven capacity to draw upon related skills and expertise to develop and deliver equity programs that are targeted and responsive.
7. High-level conceptualisation and planning skills with a proven ability to identify current and emerging issues affecting students with disability, provide advice to a range of stakeholders, and drive innovation to respond to these issues within Equitable Learning and Accessibility and the broader University.
8. Demonstrated ability to grow partnerships and liaise effectively and strategically with internal and external stakeholders, colleagues and communities to achieve objectives.
9. Excellent interpersonal and communication skills to communicate, consult, engage, negotiate and influence effectively with a range of internal and external stakeholders, partners and people. High level of cross-cultural competency and understanding of local context.
10. Demonstrated understanding and commitment to inclusion, diversity, equity and accessibility.
11. Appointment to this position is subject to passing required background checks.
12. Ability to display appropriate behaviours in line with the position, as per the RMIT Values.

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS 6.5 is required.

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam, including applicable background checks. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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