



Position Description – Director, Pathways Vietnam

Position Details

Position Title:	Director - School of English & University Pathways (SEUP)
Portfolio:	School of English & University Pathways, RMIT Vietnam
Campus Location:	Based at Saigon South but may be required to work at other locations of RMIT
Classification:	RMIT Vietnam E1
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology and design, focused on creating solutions that transform the future for the benefit of people and their environments. We are global in attitude, action, and presence; urban in orientation and creativity; and connected through active partnerships with professions, industries, and organisations.

RMIT University enjoys an international reputation for excellence in professional and practical educational programs and high-quality outcome-oriented research.

One of Australia's original educational institutions founded in 1887, RMIT is now the nation's largest tertiary institution. The University offers an extensive range of postgraduate, undergraduate, and vocational programs.

RMIT has three Melbourne campuses - in the central business district and in Brunswick and Bundoora in the city's northern suburbs - and a campus in Vietnam with locations in Ho Chi Minh City and Hanoi and a Foreign Language Centre in Da Nang. With significant partnerships in Hong Kong, China, Malaysia, and Singapore, RMIT has a strong educational presence in the Asia- Pacific region. The University's total student population of 74,000 includes 30,000 international students (onshore and offshore).

RMIT is a leader in technology, design, global business, communication, global communities, health solutions and urban sustainable futures, and is ranked in the top 100 universities in the world for engineering and technology in the 2010 QS World University Rankings. www.rmit.edu.au

RMIT Vietnam

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

As an internationally recognised Australian university based in Asia, RMIT Vietnam assists in the development of human resources in Vietnam and the region by providing opportunities for students from around the world to belong to an international educational community that supports them to achieve their potential in an increasingly globalised world.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. 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 (TEQSA). RMIT Vietnam is an English-speaking university, and all teaching is in English.

www.rmit.edu.vn

Position Objectives

The Director – School of English & University Pathways (SEUP) at RMIT Vietnam is responsible for the successful delivery of English and pathway programs across all RMIT campuses in Vietnam – Saigon South, Hanoi City and Da Nang. Non-award, direct entry pathways include English for University and Foundation Studies. English language programs include Teens & Teens Summer, IELTS (International English Language Testing System) preparation, and corporate training.

Reporting Lines

Reports operationally to: CEO (Chief Executive Officer), RMIT Training

Functional reports to: Pro Vice Chancellor, RMIT Vietnam

Direct reports: 9

Position Accountabilities

The Director – SEUP at RMIT Vietnam is accountable for:

Strategic Leadership

- Working with the RMIT Training CEO and RMIT Vietnam Executive Leadership Teams to evolve and deliver the strategy for English and pathway programs at RMIT Vietnam, aligning with the RMIT Knowledge with Action strategic plan
- Planning student targets, sales, marketing, and promotion of all programs under the New Initiatives Department
- Lead the planning of student targets, sales, marketing, and promotion of all EU and FS programs with the central Student Recruitment and Marketing function.
- Remain current with immigration policies and regulations that may affect the enrolments of international students into pathway programs
- Be conversant with the localised regulatory requirements for registration of pathway programs in Vietnam
- Leading the operations of the RMIT Da Nang Foreign Language Centre
- Keeping abreast of external issues affecting pathways and delivering relevant reporting, support, and advice to the RMIT Training and RMIT Vietnam Leadership Teams to address them
- Contribute to the strategic position of RMIT Vietnam to be the leading international university of Southeast Asia as articulated in the RMIT Knowledge with Action strategy.

Learning and Teaching Management

- Lead the Teaching and Learning team to promote a culture of teaching excellence, continuous improvement, and innovation
- Maintaining up-to-date knowledge of pedagogy and current trends in language teaching and foundational education and collaborating with RMIT Training in Melbourne to ensure student articulation and excellent student experiences across all programs
- Establish annual objectives consistent with strategy and assess organisational performance against both the annual budget and strategic key performance indicators
- Oversee the development of new products/programs or improvement of the performance, cost, or quality of existing programs to achieve goals coordination with the CEO
- Optimise student retention, progression and completion rates and attendance through implementing effective curriculum development, classroom practices and other SEUP retention strategies.

Student Management

- Act as a Senior officer in matters of Academic Integrity
- Ensure the school operates within the framework of Child Safety ensuring a child safe learning and teaching environment
- Lead all activity related to the management of critical incidents as they relate to students within the policy framework.

Business Development & Financial Management

- Forecast and maintain an annual budget, including management and delivery of an annual operating plan and key deliverables

- Support the ongoing knowledge base of competitor activity in the region through market analysis and updated business intelligence
- Lead a change management process as required considering growth and leading to ongoing internal efficiencies and improvement
- Support all pathway expansion activity in alignment with the RMIT Training and RMIT Vietnam strategy.

People leadership and Management

- Oversee the whole employee lifecycle, from recruitment through to effective management of performance, development, engagement, and motivation of the pathways team in Vietnam
- Contribute to the ongoing development of teaching and learning capability in conjunction with RMIT Training academic staff through a shared professional learning plan
- Provide advice and direction for the leadership teams in the management of complex operational and educational school-based issues
- Manage high level contentious issues to ensure efficient and prompt resolution of issues of educational, industrial or legal significance
- Lead the establishment of the yearly SEUP workplan(s) in alignment with the RMIT Training and RMIT Vietnam strategy.

Stakeholder Management

- Establish, maintain and enhance highly effective relationships with key stakeholders to ensure productive working relationships
- Identify opportunities to work together with key stakeholders on programs and initiatives and resolve sensitive or contentious issues for the benefit of the School of English and University Pathways and RMIT Vietnam
- Represent SEUP on various University committees, including the Vietnam Leadership Team [VLT] and RMIT Training Executive leadership committee.

Quality Assurance and Governance

- Ensure the School's operations align with the RMIT Group policy framework as well as complying with the requirements of RMIT academic governance, local and Australian regulatory bodies
- Maintain NEAS endorsement of Direct English Language programs
- Provide board reports for RMIT Training Board, RMIT Training Academic Quality Committee and its subcommittees and RMIT Vietnam Education Committee
- Maintain cyclic review of all programs in collaboration with RMIT Training
- Identify risk across all relevant domains in a timely manner utilizing the university risk reporting mechanisms
- Develop and maintain business continuity and risk management plans.

Key Selection Criteria

A: Qualifications and Prerequisites

Appropriate post graduate qualifications in Education or demonstrated equivalence, combined with knowledge and achievements that meet RMIT's criteria. Working with Children Check will be required in Australia [or local equivalent].

B: Employment / Professional Experience

Mandatory

Significant and demonstrated experience relevant to the management and delivery of English Language Program(s) in a Higher Education setting or similar pre-tertiary programs. Ability to travel domestically and internationally.

Preferred

Successful experience leading and managing a high-quality English Language program or other pre-tertiary pathway programs

Experience working in an international capacity

Experience managing or supporting a sales and marketing function

Experience managing or supporting an operating budget

C: Competencies - skills, knowledge, abilities

Essential

The position requires a person with high-level leadership capabilities to enable RMIT SEUP to achieve its vision and strategic objectives. The incumbent will have demonstrated experience of managing people, teams, and international pathway programs to develop and achieve defined operating objectives.

Key selection criteria include demonstrated:

- Demonstrated leadership skills and experience in best practice and innovation in delivery of pre-tertiary programs in an international setting
- High level problem-solving skills and the ability to adapt and respond positively to change in an agile and considered manner
- Experience in meeting compliance, quality assurance, and legal obligations relevant to an international teaching organisation
- Experience in setting and maintaining high standards of professional performance, productivity and employee engagement
- Demonstrated experience of budgeting and financial management and reporting
- Strong, high-level written and verbal communication skills with the ability to act with diplomacy, discretion, and tact
- Strong influencing and negotiating skills, particularly in International and / or Higher Education settings
- Demonstrated experience in leading, managing, and motivating staff during periods of change
- Demonstrated record of establishing effective collaborative working relationships.

Note:

For foreign staff, appointment to this position is subject to the ability to obtain a Vietnamese work permit. For all staff, appointment is subject to satisfying the English language standards relevant to the position.

RMIT Vietnam is committed to the health, safety, and wellbeing of its staff members. RMIT Vietnam and its employees must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment and business, import and export, contracts and commerce, banking, finance and foreign exchange, labour, taxation, land and premises, environment, and immigration.

This position description is current as at the date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

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