



## Position Description – Entrepreneurial Programs Lead

### Position Details

**Position Title:** Entrepreneurial Programs Lead

**College/Portfolio:** Policy, Strategy and Impact

**School/Group:** RMIT Activator

**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

RMIT is a multi-sector university of technology, design and enterprise with more than 96,000 students and close to 10,000 staff globally. 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 and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, 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>

### **Policy and Impact Portfolio**

The Policy, Strategy and Impact (PSI) Portfolio pursues impact and growth for priorities identified in Knowledge With Action: RMIT's Strategy to 2031.

PSI works to advance the implementation of key activities, partnerships and investments through strategy development, Indigenous engagement, innovative partnerships, precincts and location strategies, public policy and capability development. PSI is responsible for supporting Strategy Execution and the prioritisation of RMIT's investments towards achieving Knowledge with Action.

PSI includes diverse teams such as the Innovation Catalyst, Office of the Vice-Chancellor, the Ngarara Willim Centre, the Australian APEC Study Centre, RMIT Activator, Strategy team and the Health Transformation Lab.

The portfolio works as a network of collaborative and inclusive teams, working to develop and extend an 'impact ecosystem' to achieve outcomes across the whole of RMIT and beyond. PSI teams maintain distinctive expertise in evidence-driven, scalable partnerships and innovation, public policy and community engagement.

### **RMIT Activator**

RMIT Activator activates knowledge and generates impact through entrepreneurship. Our mission is to empower founders, ventures and communities to deliver global impact, at scale, ensuring sustainability of people and planet into the future. We do this through a suite of entrepreneurial skills and venture support programs and services and large-scale impact projects and partnerships.

RMIT Activator is a partner on a number of collaborative, externally funded projects with public and private partners seeking to drive sustainable economic impact and empowerment across a diverse range of communities and contexts. RMIT Activator provides entrepreneurship as a platform to achieve these aims, designing and delivering a range of entrepreneurial engagements and programs to uplift entrepreneurial capability and activity and generate sustainable impact and outcomes.

## Position Summary

The Entrepreneurial Programs Lead drives the design and delivery of high-impact startup acceleration programs at RMIT, focusing on transforming promising ventures into successful businesses.

This role combines practical startup expertise with innovative educational design to support founders through their growth journey.

This position is central to RMIT's commitment to entrepreneurial education and innovation, requiring someone who can balance educational excellence with practical startup development. The successful candidate will shape the next generation of entrepreneurs while strengthening RMIT's position in the Victorian and global startup ecosystem.

## Reporting Line

**Reports to:** Entrepreneurial Programs Manager

**Direct reports:** 0

## 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.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

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

- Lead the customisation, refinement, and delivery of university pre-accelerator and accelerator programs for high-growth startups founded by RMIT staff, alumni, researchers, and students in collaboration with the Entrepreneurial & Innovation Program Lead
- Design and deliver regional accelerator programs in alignment with Great South Coast priorities, blending in-person and digital sessions to foster growth through mentorship, community engagement, and targeted business support.
- Engage with industry partners to co-design and deliver relevant, practical content
- Foster strong connections with startup ecosystem experts to ensure programme currency and relevance
- Apply lean and iterative development principles to continuously improve programme offerings
- Create engaging, practical learning experiences that bridge academic knowledge with startup and enterprise needs
- Track and report on programme outcomes and impact metrics
- Facilitate connections between programme participants and relevant industry experts and support the development of the founder talent pipeline

## Key Selection Criteria

- Proven track record in founding, scaling, or leading startups, with demonstrable exits, fundraising success, or significant growth metrics.
- Evidence of designing and delivering at least 3 major startup pre-acceleration or scale up programs, with quantifiable participant success metrics.
- Proven track record in designing and delivering hybrid learning programs that combine in-person and digital delivery methods
- Strong ability to collaborate with diverse partners including academics, industry experts, and regional stakeholders to co-design impactful learning experiences
- Practical experience applying lean and iterative development principles in building and improving service offerings.
- Strong stakeholder management skills with ability to influence and drive evidence-based outcomes.
- Working knowledge of emerging technologies and contemporary startup methodologies including lean startup principles.
- Experience in helping businesses expand their operations, particularly in regional Victoria and international markets.
- Growth mindset with commitment to continuous learning and program improvement.
- Willingness to travel regionally and internationally for program delivery, up to 10 weeks annually (travel not sequential)

**Qualifications**

Tertiary qualification in Innovation, Entrepreneurship, Business, or related field, demonstrating deep understanding of startup ecosystems, with substantial experience in UX/CX methodologies as applied to educational program design and delivery.

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.

Endorsed:	Signature:  Name: Juan David Polanco Title: Entrepreneurial Program Manager Date: 28/10/2024	Approved:	Signature:  Name: Alicia Darvall Title: Director Date: 28/10/2024
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**Job Ad – please remove from Position description**

Join Our Dynamic Team at RMIT University – Entrepreneurial Programs Lead  
Location: RMIT Activator, City Campus (with regional Victoria and SE Asia travel)

Employment Type: Fixed Term, Full Time (HEW 8)

About Us:

RMIT is a global university of technology, design, and enterprise, renowned for its innovative approach and transformative experiences. RMIT Activator serves as the University's central hub for entrepreneurship and innovation, driving impact through startup acceleration and innovative education programs.

Role Overview:

We are seeking a dynamic Programs Lead to design and deliver cutting-edge acceleration programs that transform promising ventures into successful businesses. This role combines practical startup expertise with innovative educational design to support founders through their growth journey, while strengthening RMIT's position in the Victorian and global startup ecosystem.

Key Responsibilities:

- Design and deliver university pre-accelerator and accelerator programs for high-growth startups
- Create specialised programs for global businesses, regional SMEs, and Victorian startups in strategic verticals
- Build an inclusive founder community that actively supports diverse participants
- Develop and maintain strategic relationships across university and industry stakeholders
- Travel to Regional Victoria and SE Asia (up to 10 weeks annually) to deliver co-designed programs.

You Will Bring:

- Proven entrepreneurial mindset with direct startup development and scaling experience
- Track record of designing and facilitating startup-focused programs
- Strong ability to co-design impactful learning experiences for businesses at different growth stages
- Practical experience with lean and iterative development principles
- Demonstrated skill in stakeholder management and building productive relationships
- Experience in helping businesses expand operations, particularly in regional Victoria and international markets

Required Qualifications:

- Tertiary qualification in Innovation, Entrepreneurship, Business, or related field
- Proven expertise in UX/CX methodologies for educational program design

Highly Desirable:

- Experience in virtual/hybrid program delivery
- Established networks in Victorian startup community
- Grant writing or funding acquisition experience
- Proficiency with digital tools for program delivery and analytics
- Direct involvement in startup operations or venture capital environments

What We Offer:

- Opportunity to shape the next generation of entrepreneurs
- Work with cutting-edge startups and innovation programs
- Global reach through RMIT's extensive network
- Professional development and growth opportunities
- Flexible working arrangements

Join Us:

Be part of a team that's revolutionising entrepreneurial education and startup success. Shape the future of innovation while working with diverse founders and ventures making global impact.

Application: [\[Link to application process\]](#)

RMIT is an equal opportunity employer committed to being a child safe organisation. We actively seek applications from Aboriginal and Torres Strait Islander peoples, people from diverse cultural and linguistic backgrounds, people with disabilities, people of all genders, sexualities and age groups.

The successful candidate will be required to undergo security clearance and working with children check.