



Position Description – Chief of Staff to the Vice-Chancellor and President

Position Details

Position Title:	Chief of Staff to the Vice-Chancellor and President
College/Portfolio:	Office of the Vice-Chancellor
School/Group:	Office of the Vice-Chancellor
Reporting Line:	Vice-Chancellor & President
Direct Reports:	6-7
Campus Location:	Melbourne City Campus
Classification:	Executive
Employment Type:	Continuing
Time Fraction:	1.0

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

The Office of the Vice-Chancellor (OVC) delivers executive and advisory support to the Vice-Chancellor while engaging with a diverse array of stakeholders. This includes facilitating the Vice-Chancellor's interactions with the university community and external partners, overseeing executive administration and University Secretariat, managing communications, coordinating events, and providing additional support services. Facilitating and advising on the 'rhythm of the business' to enhance the flow of ideas and actions throughout the university, including providing guidance and secretariat support for the Vice-Chancellor's Executive.

Position Summary

The Chief of Staff acts as a trusted advisor and strategic partner to the Vice-Chancellor, providing high level counsel in relation to strategic planning, executive decision making, accountabilities, and stakeholder engagement to ensure the successful execution of initiatives that advance RMIT's strategic goals. This role is instrumental in shaping and advancing RMIT's visions both within the university and with external partners.

This role provides executive leadership and management of the Office of the Vice-Chancellor Portfolio which includes the VC Executive Support, University Secretariat and Academic Registrar. The Chief of Staff oversees RMIT's academic administration, policy, governance and compliance frameworks, ensuring alignment with legislative requirements and regulatory standards, whilst reflecting the university's commitment to integrity and governance excellence.

Operating across the full scope of RMIT's activities, the Chief of Staff develops complex, cross-functional initiatives that require an integrated and prioritised approach across the university and with external partners.

Additionally, the Chief of Staff manages the Vice-Chancellor's engagements with precision and strategic intent, coordinating briefings to the Vice-Chancellor, managing emerging issues and overseeing priority initiatives to ensure effective leadership and stakeholder influence. This role will foster a collaborative culture which drives outcomes in the best interests of RMIT.

The position reports to the Vice-Chancellor and works closely with RMIT senior executives, external partners and government bodies to advance RMIT's position as a leading global university.

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

- Provide confidential, strategic and timely advice and counsel to the Vice-Chancellor on a range on critical matters related to the effective delivery of RMIT's commitments, strategic priorities, policies and decision-making processes.
- Act as the principal liaison and trusted advisor between the Vice-Chancellor and key stakeholders, including RMIT's senior leadership team, government officials, community leaders, and industry partners.
- Cultivate strong, strategic relationships across RMIT's Executive team to drive effective decision-making, foster collaboration and partnerships, and ensure alignment of strategy and services.
- Provides strategic leadership and oversight to RMIT's academic administration, policy, governance and compliance frameworks, ensuring alignment with legislative requirements and regulatory standards, whilst reflecting the university's commitment to integrity and governance excellence.
- Lead and / or oversee high priority projects and initiatives on behalf of the Vice-Chancellor, ensuring successful planning, execution, and evaluation within the framework of RMIT's 3-year strategic cycle for 2031, *Knowledge with Action*. Partner with to the Vice-Chancellor to drive initiatives that advance RMIT's vision and priorities, as articulated in *Knowledge with Action* and related documents.
- Lead, develop and manage staff in the Office of the Vice-Chancellor, cultivating a high-performance values-driven culture centred on collaboration, service excellence, and operational efficiency. This includes budget forecasting, administration, and communications.
- Lead the operating rhythm and cadence for the University Executive (Vice-Chancellor's Executive) team, ensuring effective implementation of decision-making frameworks that facilitates informed decisions within a quarterly, annual and strategic cycle. Support the senior leadership team in promoting collaboration, integration, and cross-functional communication.
- Work with Strategy and Public policy teams to conduct effective analysis on emerging trends, best practices, and challenges in tertiary education, providing insights and recommendations to the Vice-Chancellor through the preparation of high-quality briefing material for key engagements, including Universities Australia and the ATN network.

- Prepare and review high quality briefing materials, presentations, speeches, and reports for the Vice-Chancellor in collaboration with the communications and other teams as appropriate, ensuring a coherent and consistent voice, accuracy, clarity, and alignment with university goals.
- Attend with or represent the Vice-Chancellor in agreed forums and manage all follow up with internal and external stakeholders.
- Manage third party requests on behalf of the Vice-Chancellor, including coordinating meetings, developing briefing notes, attending meetings and managing follow ups with internal and external stakeholders.
- Collaborate with senior leadership to implement RMIT's strategy including, where necessary, development of implementation plans, strategic communications, and outcomes frameworks that aligned with RMIT's priorities and long-term goals.

Key Selection Criteria

1. Working effectively and with impact at a senior level in a range of complex environments.
2. Higher education sector experience in comparable roles is highly desirable.
3. An ability to speak and listen in highly articulate terms, to negotiate and build productive working relationships and influence with key stakeholders, senior University management and institutional partners to achieve priority outcomes.
4. Demonstrated strategic thinking and experience in developing and delivering long term outcomes including the application of lateral thinking and the development (in conjunction with the Vice-Chancellor) of innovative solutions that have long lasting institutional impact.
5. Outstanding organisational, analytical, and problem-solving skills with the ability to critically evaluate and analyse complex information and data.
6. Demonstrated strong understanding of effective governance processes and structures.
7. Excellent and persuasive written skills in the preparation of complex papers and reports and in a range of style and formats.
8. Demonstrated facilitation, partnering and negotiation skills with the proven ability to operate effectively under pressure, including adjusting style and approach to optimise outcomes.
9. Experience leading and managing a small, high-performing team and delivering the design, development and communication of strategic programs and initiatives.
10. Demonstrated track record of delivering concrete outcomes and rigorous implementation follow through in relevant sectors or organisational domains.
11. Demonstrated ability to identify opportunities and areas for improvement in organisational performance and to initiate, lead and implement administrative and process reviews to achieve better outcomes.
12. Highly developed people management and leadership skills with the demonstrated ability to build strong relationships using interpersonal skills to contribute to an effective workplace culture committed to continuous improvement to effectively communication and collaboration across the institution, including multiple locations and organisations.

Qualifications

Relevant tertiary qualifications.

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.