



Position Description – Director, Executive Leadership

Position Details

Position Title:	Director, Executive Leadership
Portfolio:	People & Culture
Campus Location:	Based at the City campus, however, may be required to work and/or be based at other campuses of the University.
Classification:	E1
Time Fraction:	1.0

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 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>

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.

People & Culture

The People & Culture (P&C) portfolio is comprised of a team of strategic and operational HR professionals who provide client focused, proactive and effective solutions and services for all RMIT employees. Our success is achieved by understanding our business and operating as a business partner to our clients. We deliver responsive, innovative and practical solutions and services that allow the University to enter the Future of Work.

The portfolio operates in a manner that supports RMIT values and achievement of the RMIT's Knowledge with Action Strategy. By providing tailored, quality human resources services and products and ensuring a high level of expert support and advice, the People & Culture team enhances the College's/Portfolio's and Group's ability to meet its business objectives. This in turn will allow the University workforce to better support the current and future student population at the University.

Position Summary

As an executive facilitator and coach, the incumbent will partner with University Executive and senior leaders to enhance leadership effectiveness and capability both at individual and team levels.

The role demands exceptional facilitation mastery to guide executive teams through complex strategic conversations, organisational tensions, and transformational change. The incumbent will create psychologically safe yet appropriately challenging environments where senior leaders can enhance their strategic thinking, emotional intelligence, and collective leadership practices. The role requires deep knowledge of learning design techniques, accreditation in several assessment tools and methodologies, significant experience in working with C-suite for leadership development.

The role requires strong interpersonal skills, business acumen, and the ability to create safe yet challenging environments for growth. The incumbent will serve as a trusted advisor to the University's most senior leaders while maintaining the independence and objectivity required for effective coaching and facilitation.

The role works closely and in partnership with Employee Experience and Capability team to ensure collaboration and joined up approaches to leadership development.

Reporting Line

Reports to: Vice-President, People & Culture

Direct reports: N/A

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

- Partner with the Vice President, People and Culture and the University Executive to identify critical leadership capabilities required to achieve strategic objectives, conducting capability gap analyses and designing targeted interventions.
- Develop and maintain a leadership development roadmap that directly supports organizational strategic milestones and transformation initiatives.
- Design and deliver flagship executive development programs that position RMIT as a leader in leadership excellence, integrating assessment results, coaching objectives, and University's priorities.
- Design and implement a comprehensive evaluation framework using the Kirkpatrick-Phillips Model (or equivalent methodology) to track progress and measure impact of coaching and facilitation across multiple levels
- Create innovative learning experiences that blend neuroscience, adult learning principles, and cutting-edge leadership research.
- Create environments where executive leaders can be vulnerable, experiment, and learn from failure. Balance support with courageous conversations, holding executives accountable while maintaining trust.
- Facilitate workshops, retreats, and team sessions to build alignment, collaboration, and leadership capability.
- Administer and interpret a range of accredited assessment tools to provide actionable insights.
- Deliver tailored executive coaching engagements that support leaders in achieving personal and University's goals.
- Maintain confidentiality and ethical standards in all coaching and facilitation interactions.

- Collaborate with P&C Leadership Team, senior leaders, and stakeholders to ensure coaching aligns with broader talent and organisational strategies.
- Maintain active engagement with global executive development and leadership trends and methodologies and bring leading practices to RMIT to continuously enhance coaching and facilitation practices.
- Model professional presence and communication skills to inspire trust and credibility with executives and teams, establishing presence as a trusted advisor and coach.
- Ensure leadership development initiatives integrate with performance management, succession planning, and culture transformation efforts.
- Working closely with Employee Experience and Capability team, ensure alignment with broader learning priorities and contribute to the design and delivery of future focussed programs of work to build and enhance leadership, capability, and culture.
- Drive a continued focus on outcomes across the University to grow a performance mindset and culture of accountability.
- Provide strategic leadership development insights and recommendations to key governance bodies, including preparing papers, reports and presentations for the Nominations, Remuneration and People Committee and University Executive that demonstrate program impact, leadership capability uplift, and alignment with strategic priorities
- Lead the budget planning process for the cost centre and ensure appropriate management of budgets.

Key Selection Criteria

1. Proven ability to coach senior leaders and executives to enhance leadership presence, resilience, and strategic impact.
2. Skilled facilitator of workshops, executive team development sessions, and strategic conversations that drive alignment and collaboration in multiple formats (e.g online, hybrid and in person.)
3. Ability to design and facilitate multi-day executive retreats that result in measurable strategic outcomes
4. Accredited in a range of psychometric and leadership assessment tools (e.g., MBTI®, Hogan, TMS, EQi, 360° feedback instruments).
5. Expertise in interpreting assessment results and integrating insights into tailored coaching and development plans.
6. Demonstrate gravitas and credibility when working with senior executives, boards, and external stakeholders
7. Experience facilitating cross-cultural executive teams, with demonstrated ability to navigate cultural diversity in global organisational contexts
8. Strong interpersonal and communication skills, with the ability to build trust and challenge constructively.
9. Deep business acumen and understanding of organisational dynamics, enabling practical and results-oriented coaching.
10. Experienced in designing and delivering programs that foster innovation, cultural transformation, and sustainable performance.
11. Demonstrated ability to support executive and senior leaders to drive cultural change and improved outcomes through the people & culture agenda, to deliver on strategic goals and operational targets.
12. Demonstrated experience in coaching an executive team

Qualifications

Tertiary qualification in Human Resources, Psychology or a related field supported by relevant senior leadership experience.

Recognised coaching certification (ICF PCC or MCC) is highly desirable.

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.