



## Position Description – Manager, Planning and Operations

### Position Details

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<b>Position Title:</b>	Manager, Planning and Operations
<b>College/Portfolio:</b>	College of Business and Law
<b>School/Group:</b>	RMIT Digital3 and RMIT Blockchain Innovation Hub
<b>Campus Location:</b>	Based at the City campus but may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 9
<b>Employment Type:</b>	Fixed Term
<b>Time Fraction:</b>	1.0

### RMIT University

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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 work at RMIT University

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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>

## College of Business and Law

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RMIT's College of Business and Law takes an industry and student-centred approach to its courses and programs, ensuring graduates are work ready and able to tackle business challenges, balance stakeholder needs, act as socially responsible global citizens and create fair and positive futures for all.

The College delivers impactful research informed by industry, which supports its strong position as a College at the intersection of business and technology with social impact. Its important work is underpinned by the principles of quality, collaboration, big ideas and putting people first.

As one of the largest Business Schools in the Asia Pacific region, the College is comprised of five schools – four in Melbourne and one in Vietnam – and delivers a broad range of programs in Business and Law, ranging from Degree to PHD levels.

The College's Business and Law programs are delivered in Melbourne as well as through RMIT Online, with its Business programs also available in Vietnam and through partner institutions in Singapore and Shanghai. The College employs over 1000 staff and delivers programs to over 26,000 students

The College's central operations are located at RMIT University's City Campus in Melbourne and reside in the Swanston Academic and Emily McPherson buildings.

Click [here](#) for further details about the College.

## About RMIT Digital3

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RMIT Digital3 (D3) is a College of Business and Law (CoBL) strategic initiative and the first of its kind in Australia. D3 transgresses multiple disciplines and provides integrated and aggregated thought leadership, research-led education, and development of new business practice in the digital era. D3 will accelerate CoBL's existing world class research and education delivery and provide an additional gateway to enhance the College's unique position at the intersection of business, law and technology with social impact.

D3 aims to accelerate CoBL's educational offerings and research outputs as a leader on the impacts of technology on business including developments in digital economy, digital business, blockchain, cyber security, artificial intelligence, and other key capabilities in the 'tech stack'. It aims to progress innovative learning and teaching to offer products in-demand by students which address emerging and future employer needs. D3 seeks to partner with Industry in the co-creation of research and new IP and Executive Education.

Partnerships are critical to D3 (Industry, Government and across RMIT) and D3 aims to convert partnership into valuable relationships across the College and our Schools.

## Position Summary

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The Manager, Planning and Operations is accountable for the operationalisation of RMIT Digital3 and management of the Blockchain Innovation Hub (BIH). This includes strategic planning, business advice and support to the Director Digital3, Director Blockchain Innovation Hub (BIH) and the General Manager College Operations, ensuring that College services are provided in an efficient manner to support the continued development of Digital3 and the BIH.

The Manager, Planning and Operations is a member of the RMIT Digital3 management team and works collaboratively with all members of the Centres and College management teams and with staff to ensure it achieves its strategic objectives and actively participates in meeting College and University strategic objectives.

The position reports to the Director Digital3 with a close working relationship with the Director BIH and General Manager College Operations to ensure alignment with College strategic objectives and efficient and effective service delivery.

## **Reporting Line**

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Reports to: Director, RMIT Digital3 (dotted line to the General Manager, College Operations)

Direct reports: 1-3

## **Organisational Accountabilities**

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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**

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- Under the direction of Director Digital3 and Director BIH, manage the operations of Digital3 and the Blockchain Innovation Hub including: finance, human resources, facilities, assets, reporting etc.
- Contribute to the development of RMIT Digital3's strategy and the educational offering in partnership with Director Digital3 and Director of Learning, Digital3.
- Manage the day-to-day budget of RMIT Digital3 and the Blockchain Innovation Hub.
- Under direction from Director BIH and Deputy Director BIH, manage research operations of the Blockchain Innovation Hub including budgets, resources, reporting, and governance activities.
- Support the Director Digital3 and the General Manager College Operations by providing advice regarding the operations of RMIT Digital3, planning processes, monitoring and reporting of performance and work with RMIT Digital3, School and College Executive and senior leadership to develop, test and implement initiatives.
- Ensure the effective delivery of services by supporting the Director Digital3 to identify requirements, negotiate, and work with College and University service groups to ensure delivery, and by implementing school systems, services, and processes as appropriate. Establish and maintain effective relationships with Schools and college business partners.
- Under direction of Digital3's Director, manage the RMIT Digital3 initiative, building capability in line with strategic workforce planning and fostering staff belonging.
- Proactively partner with Work Health and Safety to drive compliance activities, ensure that audits occur in line with set timeframes and ensure delivery of safety and wellbeing initiatives within RMIT Digital3.
- Oversee and support the delivery of effective resource management including property maintenance, logistics, resources and staff services.

- Be a positive change influencer and advocate for service excellence and continuous improvement across RMIT Digital3 and the College.
- Initiate and drive projects (including business case development) to support RMIT Digital3 and College strategy development, implementation and execution, driving agile planning and capability development.
- Provide coordination services for governance and communication processes.

**Key Selection Criteria**

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1. Outstanding interpersonal, communication and negotiation skills, including the ability to lead, direct and influence others with a proven capacity to network, build and maintain effective relationships with a wide range of internal and external groups.
2. Highly developed business writing skills and demonstrated experience producing comprehensive recommendations, project and implementation plans, briefing papers and reports.
3. Demonstrated high level problem solving, negotiation and conflict resolution skills and abilities to mediate between the conflicting interests of different stakeholders.
4. Demonstrated history of behaviour aligned to the RMIT values, leadership capabilities and professional capability framework.
5. Demonstrated experience of operating requirements, including budget management, planning, business development and governance processes, within a university environment is advantageous.
6. A high degree of resilience and ability to cope with ambiguity and changing priorities and a demonstrated ability to move between the operational and the strategic as required with a customer focused mindset.
7. Ability to work collaboratively (and in partnership with other teams) to achieve identified goals.
8. Experience in successfully developing and implementing planning frameworks aligned to College and University strategy.

**Qualifications**

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Mandatory: A relevant tertiary qualification and/or substantial relevant experience.

Preferred: Bachelor of Business/ HRM/ Finance are not mandatory but will be highly valued.

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.

<p><b>Endorsed:</b></p>	<p>Signature:                  Name: Madelaine Sandall                  Title: General Manager, CoBL                  Date: 18 October 2023</p>	<p><b>Approved:</b></p>	<p>Signature:                  Name: Assoc. Prof. Chris Berg                  Title: Director, RMIT Digital3                  Date:</p>
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