



## Position Description – Manager, Sport & Fitness

### Position Details

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<b>Position Title:</b>	<b>Manager, Sport &amp; Fitness</b>
<b>College/Portfolio:</b>	Education Portfolio
<b>School/Group:</b>	Students Group
<b>Campus Location:</b>	Based at the City and Bundoora campus, however may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW_9
<b>Employment Type:</b>	Continuing
<b>Time Fraction:</b>	1.0 EFT

### 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>

## Students Group

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The Students group shapes, designs and delivers key student services and experiences to prepare RMIT students for study, life and the global workforce.

We work in partnership with students, academics, professional staff, industry and the community to deliver transformative student experiences that improve access, participation, retention and success for all RMIT students.

Our objectives are to:

- Shape, co-create and inform an inclusive, safe, industry-engaged and global student experience
- Deliver impactful, connected service, care and development opportunities at scale, and to
- Engage, empower and value each other so that together we can make a difference.

We welcome a diversity of perspectives and are inclusive in our approach to work. We are aligned in our passion for having a collective and positive impact on the student experience at RMIT. Our team is comprised of talented and motivated people from a range of professional disciplines and backgrounds, at various stages of their careers and including RMIT students.

We are a values-led organisation and we value imagination, agility, passion, inclusion, courage and impact.

The Group is led by the Executive Director Students.

## Position Summary

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The Manager of the Sports & Fitness program at RMIT leads the RMIT Active co-curricular program, enhancing student engagement and promoting a healthy campus. Responsibilities include managing student-facing inclusive programs, the Redbacks representative sport program, esports, and overseeing the operations of key sporting and fitness facilities across campuses. This key leadership role involves building strong relationships with stakeholders and providing strategic advice to senior management.

## Reporting Line

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Reports to: Associate Director, Student Life

Direct reports: Up to 6

## 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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### **Strategic Leadership:**

- Lead the RMIT Active Program to drive student belonging and engagement, promote a healthy campus, provide experiential learning opportunities, and achieve community wellbeing outcomes.
- Contribute to the broader department and portfolio culture, development, and strategy.

### **Program Development and Management:**

- Oversee the development, implementation, and evaluation of RMIT Active's student-facing programs, including social and inclusive sport, elite and representative sports, the RMIT Sports Academy, Sporting Clubs & Societies, Unisport Nationals program, and Esports & Games.

### **Team Leadership:**

- Lead and manage the RMIT Active team, providing guidance, support, and professional development opportunities.
- Engage effectively with student representatives, professional staff, and academic stakeholders to deliver an inclusive and impactful program that aligns with RMIT's strategic goals.

### **Budget and Resource Management:**

- Effectively manage the department's budget and commercial goals, ensuring financial sustainability and efficient use of resources.
- Management of RMIT Active assets and facilities, including the City Active Hub, Esports & Games Hub, the Bundoora Sports Precinct, and other on-campus sporting and active spaces.
- Ensure all programs comply with relevant regulations and safety standards and promote a culture of safety and well-being.

### **Stakeholder Engagement:**

- Form and develop strong external partnerships with local sporting clubs, associations, industry, and local government to further elevate the RMIT Active program.

### **Marketing and Promotion:**

- Develop and implement marketing strategies to promote the RMIT Active and Redbacks brand entities to drive participation and social impact.

### **Performance Monitoring:**

- Monitor and evaluate the performance of programs and staff, using data to drive continuous improvement.

### **Additional Duties:**

- Perform other duties consistent with the level of the position and focus on the group as required.

## Key Selection Criteria

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1. Proven experience in developing and managing student sport and fitness activities to improve student experience and participation in student life.
2. Experience in managing people and resources and implementing business improvement in a complex environment.
3. Experience in working with data and stakeholders to identify emerging and unmet needs and to develop solutions to meet those needs.
4. Well-developed problem-solving and creative thinking skills demonstrated in the design and delivery of improvements to customer service processes, systems and workforce capability.
5. Experience in encouraging a workplace culture of high performance and promoting accountability for outcomes.
6. Demonstrated understanding and commitment to diversity, inclusion and reconciliation.

## Qualifications

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A tertiary qualification in a relevant discipline and/or relevant professional experience at a similar level.

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.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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