Position Description – Program Lifecycle Senior Officer

Position Details

Position Title: Program Lifecycle Senior Officer

College/Portfolio: STEM College

School/Group: STEM College Office

Campus Location: Based at the City and/or Bundoora campus but may be required to work and/or be based at other campuses of the University.

Classification: HEW 6

Employment Type: Continuing

Time Fraction: 1.0 FTE (flexible working arrangement requests will be considered)

RMIT University

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.
https://www.rmit.edu.au/about
https://www.universitiesaustralia.edu.au/university/rmit-university/

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

STEM College

The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with the industry, as never before. STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. Under the leadership of DVC STEM College & Vice President, Digital Innovation, we have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive,   caring culture. We offer a safe, dynamic work environment, and support every member of our community of achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.
STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.
https://www.rmit.edu.au/about/schools-colleges/stem-college

STEM College Office Professional Staff
The STEM College Office Professional staff provide exceptional and efficient support to the College.

The Learning, Teaching and Quality teams support:
- Quality Enhancement
- Learning and Teaching support

The Professional shared services Group delivers service to all four School across five distinct functions:
- Student Lifecycle
- Planning & Operations
- Technical Services
- Program Lifecycle & Governance
- WIL & Engagement

Relevant digital solutions – such as Workday – are used by the five teams to streamline processes and drive operational efficiencies. The Group's end-to-end professional support ensures a consistent approach to the operational and strategic functioning of the College and adherence to University policies and procedures.

The STEM College Office professional staff are instrumental in providing students with a transformative and enriched learning experience, and in supporting our research and engagement administration activities. Centralised in the STEM College Office, at our City and Bundoora campuses, professional staff members have opportunities to cross-skill, engage in professional development and develop their own career paths.

Position Summary

The Program Lifecycle Senior Officer will support the Coordinator in providing support for all program life cycle activities and in particular those resulting from and impacted by the implementation of the University's signature curriculum architecture.

The Program Lifecycle Senior Officer will also liaise across the College and University to ensure quality outcomes and consistency of information with regards to the program and course life cycle.

Reporting Line

Reports to: Program Lifecycle Coordinator.
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

- Work collaboratively with team members, and School administrative and academic staff to support the accurate and timely completion of program and course governance and lifecycle activities.
- Work collaboratively to ensure information for program and course delivery including program guide and course guides, enrolment structures are accurate and appropriate.
- Provide accurate advice to academic staff, Associate and Deputy Deans, Program and Course Coordinators, about all matters related to the impact of curriculum architecture on their programs and courses.
- Act as liaison with School, College and University units regarding program and course life cycle activities.
- Coordinate and compile reports, course and program renewal documentation and special projects as directed. This includes monitoring program transition to the new RMIT Curriculum Architecture, supporting Industry Degrees and programs offered via RMIT Online and other partners.
- Work collaboratively with College and University teams to maintain accurate information for our programs and courses.
- Work closely with the Profile Planning team, Governance, Quality Enhancement and Admissions team to ensure that program and course delivery is efficient, and this includes identifying duplicate and low enrolment courses as an outcome of the curriculum architecture changes.
- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
- Assist other teams across the portfolio and College as required within the scope of this classification.
- Other duties within the scope of this classification as directed.

Key Selection Criteria

1. Demonstrated experience in program administration.
2. Demonstrated experience in developing and documenting processes.
3. Excellent communication skills with ability to produce excellent communication materials.
4. Demonstrated capacity to respond to emerging opportunities and changing priorities.
5. The ability to use own initiative and work proactively.
6. Demonstrated ability to work within a team to achieve group goals and a willingness to accept responsibility.
7. High-level IT skills in the Microsoft office suite and proven ability to adapt quickly to University administration software systems.
8. Demonstrated sensitivity to, and awareness of, cultural differences of international students and staff.

Qualifications

Relevant Experience. A valid Working with Children Check is mandatory.

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: Title: Date:	**Approved:**	Signature: Name: Title: Date: