



Position Description – Pro Vice-Chancellor & General Director, RMIT Vietnam

Position Details

Position Title:	Pro Vice-Chancellor & General Director, RMIT Vietnam
Division/ Centre:	RMIT Vietnam
Campus Location:	Based at the Saigon South campus but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	Senior Executive
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students as we ready them for life and work. Founded in 1887 RMIT University is one of Australia's original educational institutions and now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global University. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links and collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system and are 21st in the world among universities less than 50 years old (2015 QS Top 50 under 50 index).

RMIT features among the world's top 200 institutions in 13 of the 30 subject areas in the 2015 QS subject rankings. We are among the world's top 100 universities in Art and Design; Architecture and the Built Environment; Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Aeronautical and manufacturing); Computer Science; and Business and Management Studies. The University's research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

www.rmit.edu.au

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus operation of RMIT University with a main campus in Ho Chi Minh City and a smaller vertical urban campus in Hanoi. RMIT Vietnam is creating innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian University based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, postgraduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

www.rmit.edu.vn

Position Summary

Reporting into the DVC International & Engagement, the Pro Vice-Chancellor and General Director provides strategic leadership to RMIT Vietnam, setting culture, value and ethics, and overseeing the development of the Executive Leadership team.

As the Pro Vice-Chancellor and General Director of RMIT Vietnam LLC, the role works closely with the Deputy General Director and has the legal responsibility for legal compliance of RMIT with Vietnam laws.

The role provides strategic direction and leadership to the Schools, Students, Engagement and Research portfolios along with an oversight to academic activities including academic policies, processes, workload models and budgets for RMIT Vietnam. Working closely with Deputy General Director and the Executive Leadership Team, the role will be accountable for delivering strategic objectives for RMIT Vietnam. As such, the Pro Vice-Chancellor and General Director has line management responsibility for the School Deans, Director SEUP, Heads / Deans of Students, Research & Engagement Portfolios, the Deputy General Director and Senior Manager, Office of the PVC & GD.

The role works closely with the Vietnam Members' Council (the Board of RMIT Vietnam), Deputy Vice Chancellors (DVCs) for colleges and portfolios across RMIT University to enable collaboration and one-university mindset on strategic matters balanced with local and regional context and appropriate risk management. A key component of the role is to continue to build, drive and nurture collaborative relationships with RMIT Melbourne embracing the matrix reporting structures.

Reporting Line

Reports to: DVC International & Engagement

Direct reports: 8-10 (including the Deputy General Director who also has legal accountability for RMIT Vietnam)

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, RMIT Vietnam also expects all staff members to comply with its Code of Conduct, policies and procedures.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is current.

Key Accountabilities

1. **Strategic leadership and management:** Setting RMIT Vietnam's strategy through direction by RMIT Vietnam Members' Council and collaborative work with colleagues in both Vietnam and Melbourne, making key decisions and ensuring resources are aligned with RMIT's goals and ambitions. Accountable for driving RMIT Vietnam's strategic planning and performance management processes through the oversight of key strategic priorities and commitments.
2. **RMIT Vietnam organisational leadership:** Providing overall leadership to RMIT Vietnam, setting culture, value and ethics, and overseeing the development of all of the Executive Leadership team.
3. **Build a high performing team:** Build a team that provides comprehensive, timely, confidential, and effective advice and support on a range of strategic matters that include academic, engagement, research, education and staff matters in line with RMIT Vietnam and RMIT University strategies. Ensure that succession plans and retention strategies are in place around key and critical roles within the areas of accountability. Develop a high performing team and team environment that is values led, proactive and that embraces creative approaches to achieving outcomes.
4. **Change management and innovation:** Leading and facilitating change within RMIT Vietnam, fostering innovation, and driving continuous improvement Support the performance reporting and alignment to the RMIT Vietnam strategy through the articulation of proposed KPIs and subsequent reporting of these.
5. **Legal compliance and management of government relations:** In conjunction with the Deputy General Director, the PVC and General Director of RMIT Vietnam LLC has legal responsibility for legal compliance of RMIT with Vietnam laws.
6. **Media relations and spokesperson:** Acting as the primary spokesperson for RMIT Vietnam, managing media relationships, and representing RMITV in public, ensuring alignment with RMIT's messaging and values in all external communications.
7. **Collaborative relationship management:** Build strong and collaborative relationships across RMIT Vietnam and within the RMIT Group - including leading across a matrix model to drive integration and cohesion of activity across RMIT's global footprint and as the one RMIT.
8. **Resource allocation and fiscal management:** Provide direction in allocating resources effectively, managing finances, and ensuring the company's financial health.

9. **Governance:** Contribute to the University’s planning, policy and strategic development, and implementation on matters relating to RMIT’s VN goals and direction. Represent VN on key Melbourne governance forums as required and within area of accountability.

Key Selection Criteria

1. A doctoral degree or equivalent with a demonstrated record of academic leadership and research track record.
2. Significant leadership skills including the capacity to initiate, lead and manage in a challenging and dynamic environment and to provide strategic direction and ability to understand issues at both a broad strategic level and at an operational level.
3. A progressive and diverse career demonstrating significant relevant experience, including in multinational organisations of similar size, scale and complexity.
4. Exceptional influencing and relationship-building skills, including evidence of the capacity to partner with senior executives to deliver on a multi-dimensional and global strategy.
5. A strong understanding of the global environmental challenges relevant to the sector including the impacts on existing providers, and the importance of research, innovation and education.
6. High level interpersonal skills including the ability to engage and influence at all levels, and with individuals/teams from diverse backgrounds.
7. Demonstrated commercial and financial acumen.

Qualifications

PhD qualification in related discipline(s), coupled with extensive relevant experience.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change.

RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Endorsed	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
-----------------	--	------------------	--