



## Position Description – Senior Manager, HR Strategy

### Position Details

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<b>Position Title:</b>	Senior Manager, HR Strategy
<b>Portfolio:</b>	International & Engagement
<b>School/Group:</b>	RMIT Europe
<b>Campus Location:</b>	Based at the Barcelona office, however, may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 8
<b>Employment Type:</b>	Continuing
<b>Time Fraction:</b>	1 FTE

### 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 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.

### RMIT Europe

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RMIT Europe is a creative and dynamic hub of RMIT university based in the heart of Barcelona. It is a centre that is successfully extending RMIT University's international engagement in Europe and strategically growing the university's collaborative research and education activity in Europe. RMIT Europe is led by the Executive Director on behalf of the RMIT Europe Board. It facilitates RMIT's collaboration in the development of innovative pan-European projects attracting global knowledge from

Europe, Australia, and Asia to deliver local impact.

The objectives for RMIT Europe are to:

- Strengthen RMIT's reputation and profile in Europe and globally.
- Increase research funding and activity, with a focus on European partnerships and funding sources.
- Develop collaborative opportunities for education with European partners.
- Strategically focus RMIT international experiences for staff and students with European partners and grow opportunities for RMIT students.
- Leverage and grow industry partnerships to support the quality and relevance of our education and to ensure the impact of our research.

For more information, visit: <https://www.rmit.eu/> and click [here](#) for a list of current research projects.

## **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>

## **Position Summary**

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This role is responsible for the effective delivery of strategic and operational services and projects that support RMIT Europe's vision, foster a culture of innovation and change, and enhance staff capability and engagement.

The Senior Manager, HR Strategy plays a key influential role in providing insights and expertise to shape and execute RMIT Europe's operational and strategic people initiatives with guidance from the Executive Director. Reporting directly to the Executive Director, the Senior Manager adopts a solutions-focused, critical-thinking approach, bringing HR expertise and operational knowledge across various HR functions.

As the subject matter expert on HR policies and procedures, the Senior Manager ensures ongoing review and development of people-related policies at RMIT Europe, maintaining strict legal compliance. The role also strengthens stakeholder relationships and provides impactful HR data analysis, delivering recommendations to enhance operational efficiency, compliance with local labour laws, government regulations, and alignment with university-wide activities and RMIT University standards.

## **Reporting Line**

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Reports to: Executive Director, Europe

Direct reports: NIL

## **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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**People Strategy Development and Execution:** Collaborates with the Executive Director and wider People Team to support the development and implementation of the People Strategy. Support the planning, prioritisation and delivery of the people agenda - ensuring alignment to the enterprise on workforce planning, capability building, talent, staff engagement, and change initiatives. This role will support the implementation of strategy, including structure and change management. It will assist in creating a growth strategy and building the required framework.

**Policy Development and Compliance:** Be the key source of the implementation of People policies and practices that align with RMIT strategic direction, ensuring compliance with local laws and RMIT University standards. This would involve coordinating the ongoing review and refinement of policies and processes in consultation with the wider People Team in RMIT Australia and local external providers.

**Recruitment:** Collaborating with the Talent Acquisition team to ensure a smooth end-to-end recruitment process, including assisting with position descriptions, Workday processes, and aligning with RMIT guidelines on titles and remuneration. The role also involves supporting people leaders with CV screening, interviews, coordinating with the global mobility team, managing onboarding, and liaising with external providers on employee-related matters.

**HR Reporting, Operations, Legal & Compliance:** Manage high-level HR reporting cycles, identifying early intervention opportunities to ensure timely achievement of objectives and milestones. This role will collaborate with the Legal team on contract requirements and work closely with the Senior Manager of Operations and Finance.

**Talent:** Support the execution of the talent cycle by leading and facilitating RMIT talent cycle. This role would facilitate talent review discussions, calibrations, identifying key roles and potential successors. They would also help to manage areas of potential risk through development, retention actions and performance management. Additionally, the role will provide support and advice on health and wellbeing matters for research staff and HDR candidates.

**Stakeholder Relationship Management:** Build and maintain strong relationships with key stakeholders across the wider RMIT group to resolve complex HR issues, drive change, and optimise the implementation of initiatives to deliver tangible benefits.

**Compliance and Risk Management:** Ensure HR processes are fully compliant with relevant government regulations, RMIT policies & practices.

**Employee Relations:** Coach and mentor people leaders in conducting employee conversations, guiding them to influence discussions that promote transparent employer-employee dialogue. Ensure all employee relations matters are resolved fairly, in consultation with the Executive Director where necessary.

**Collaboration with RMIT Australia and RMIT Vietnam:** Work closely with the People Team (People Connect, Learning & Development, Systems, Talent Acquisition, Remuneration, Payroll & the Partnering team) to foster collaboration, support remote resource-sharing initiatives, and align policies and processes.

**Other duties:** Undertake other appropriate duties as directed by the Executive Director, including leading HR projects, and other related HR activities where relevant.

## Key Selection Criteria

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1. Proven record of leading critical HR initiatives (including talent management, policy guidance, performance, and remuneration) to align people strategies with business objectives, effectively collaborating with stakeholders.
2. Understanding of Spanish labour law is preferable

3. Strong capability in addressing complex HR challenges, providing strategic recommendations, and implementing innovative solutions that support organisational priorities and foster long-term success.
4. Outstanding communication skills, with ability to influence, negotiate, and deliver compelling presentations to a broad range of stakeholders.
5. Ability to work independently with minimal supervision, demonstrating strong organisational skills to prioritise and manage competing tasks and deadlines efficiently.
6. Exceptional discretion in managing confidential information, building trust, and navigating sensitive situations with diplomacy and tact.
7. A genuine passion for contributing to the mission and growth of the higher education sector, with a strong commitment to its values and long-term success.

### **Qualifications**

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Tertiary qualification in HR Management or a related field and/or relevant experience

Note: Appointment to this position is subject to passing checks as required by the specific role.