



Position Description – Talent Programs Lead

Position Details

Position Title:	Talent Programs Lead
Position Number:	New role
College/Portfolio:	Operations
School/Group:	People
Campus Location:	Based at the Melbourne campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW8
Employment Type:	Fixed Term
Time Fraction:	1.0 (flexible work arrangements will be considered)

RMIT University

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

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/Portfolio/Group

The People function is comprised of a team of strategic HR professionals who provide outstanding client focused, proactive and effective solutions and services for all RMIT employees. Our success is achieved by understanding our business and operating as a business partner to our clients. We deliver responsive, innovative and practical solutions and services that allow the University to enter the Future of Work.

The People team operates in a manner that supports the RMIT values and achievement of the RMIT's Knowledge with Action Strategy. By providing tailored, quality human resources services and products and ensuring a high level of expert support and advice, the People team enhances the College's/Portfolio's and Group's ability to meet its business objectives. This in turn will allow the University workforce to better support the current and future student population at the University.

Position Summary

The Talent Programs Lead is responsible for leading and managing a range of talent programs and associated services. Examples include (but are not limited to) Academic Promotions, Vice Chancellors Research Fellowship, Distinguished Professors and the Graduate Program.

Working closely with Manager, Talent Acquisition, this position will collaborate with the cross functional teams across the People team from program and service initiation, design to delivery and beyond. Through your leadership all project and service requirements will be delivered to and are aligned with the strategic business goals and meet policy requirements whilst being known for an outstanding service experience.

Reporting Line

Reports to: Manager, Talent Acquisition

Direct reports: 1-2

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

- Manage talent programs and associated services including design, delivery, resource co-ordination and reporting
- Provide best practice recruitment solutions that will ensure the delivery of valued and quality programs and services
- Support cross team collaboration activities across Talent, People team and broader University
- Ensure process and policy are adhered to
- Develop effective and collaborative working relationships with key stakeholders across the organization including members of the wider People Function and broader RMIT
- Evaluate and report on the program and services delivered
- Contribute to building an environment and culture which supports and encourages a service oriented, collaborative, and flexible team
- Manage a small team
- Build individual and team capability to provide support to these projects and services
- Actively contribute to the resourcing capacity view for the team, including future capacity planning
- Identify opportunities for improvement, develop the necessary skills and facilitate teamwork to effectively meet outcomes and bring about change.
- Manage relationship with key internal stakeholders and external vendors to ensure optimal outcomes
- Provide thought leadership and insights on emerging practices, services and project management tools and techniques to inspire colleagues across the team and broader RMIT

Key Selection Criteria

1. Strong leadership skills with demonstrated ability to lead teams to deliver outcomes and effectively coordinate the integration of resources, processes, systems, people and policies
2. Demonstrated recruitment industry experience and knowledge especially in managing, coordinating, designing, and implementing recruitment programs and services
3. Solid project management skills with a record of successfully coordinating and/or supporting projects through to completion in accordance with agreed standards, timeframes and budgets
4. Proven experience as a trusted advisor where you have developed solutions that are pragmatic and are outcomes and experience focused.
5. In-depth knowledge of end-to-end recruitment delivery, project management, strategic sourcing, to support delivery of RMIT's Recruitment Service Model to internal and external stakeholders
6. High level stakeholder management including the ability to influence both internal and external at various levels and implement change in a complex and demanding environment.
7. Ability to effectively manage competing priorities
8. Demonstrable experience mapping and implementing strong systems and processes
9. Demonstrated ability to learn and perform new technologies quickly, effectively, and accurately
10. Ability to navigate complex organisational structures
11. Ability to interpret data into meaningful insights
12. Demonstrated ability to creates a culture and environment in which people want to do their best
13. Proven experience in building team capability and developing talent
14. Knowledge of performance management practices, processes, and frameworks

Qualifications

Relevant tertiary qualifications or relevant experience in a similar role.

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:
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