



## Manager, Learning and Development

<b>Position Title:</b>	Manager, Learning and Development
<b>School/Group:</b>	People
<b>Campus Location:</b>	Based at the Saigon South campus but may be required to work and/or be based at other campuses of RMIT Vietnam.
<b>Classification:</b>	PS8
<b>Employment Type:</b>	Full time, 2 year fixed term
<b>Time Fraction:</b>	FTE 1.0

### RMIT University

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RMIT is a global university of technology and design, focused on creating solutions that transform the future for the benefit of people and their environments.

One of Australia's original educational institutions founded in 1887, RMIT University is now the nation's largest tertiary institution with 82,000 students, including more than 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, Spain, Belgium and Germany, and enjoys research and industry partnerships on every continent.

### RMIT Vietnam

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RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. 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 recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

## People Team

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The People Team consists of a team of strategic HR professionals providing outstanding, client focused, proactive and effective solutions and services for all RMIT Vietnam staff. 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.

The Human Resources team operates in a manner that supports the RMIT values and achievement of the business objectives. By providing tailored, quality human resources services and products and ensuring a high level of expert support and advice, the Human Resources team enhances the ability of Schools, Portfolios and Groups to meet their business objectives. This, in turn, enables University staff to better support the current and future student population at the University.

## Position Summary

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The Learning and Development Manager is responsible for fostering a culture of continuous professional and leadership development. This role encompasses a broad range of responsibilities including the design, implementation, and evaluation of learning strategies and programmes, leadership development, digital learning solutions, and the enhancement of training methodologies.

The Learning and Development Manager will lead initiatives to boost staff competencies, leadership skills, and skill development, strategically integrating innovative learning technologies, managing external vendor relationships, and developing comprehensive capability and leadership frameworks to enhance educational outcomes.

## Reporting Line

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Reports to: Senior Manager, Organisational Development and Performance

Direct reports: 1-2

## 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.

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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- Develop and implement comprehensive learning and leadership development programmes that enhance the skills of faculty and staff, incorporating digital learning platforms and methodologies.
- Conduct thorough needs assessments to identify specific training needs and design targeted programmes that address these gaps.
- Establish and refine capability frameworks that outline expected competencies and skills for various roles across the university, supporting targeted professional development.
- Design and implement a leadership framework that defines and supports the development of leadership competencies across all levels of the university.
- Integrate capability frameworks into all learning programmes to ensure a consistent approach to leadership development, promoting a strong leadership culture.
- Focus on continuous skill development, aligning training programmes with the strategic needs of the university and individual career paths.
- Utilise innovative learning technologies to facilitate skill enhancement, ensuring relevance and effectiveness in a rapidly changing educational environment.

- Manage relationships with external vendors and consultants to ensure high-quality training materials and programmes.
- Collaborate with IT and other departments to support the seamless implementation of digital learning tools and resources.
- Establish metrics and evaluation processes to assess the effectiveness of learning and leadership programmes, including digital learning initiatives.
- Utilise data to refine and enhance programme offerings, ensuring they meet the needs of the university and its staff.
- Manage multiple learning and development projects, ensuring they are delivered on time, within scope, and within budget.
- Lead and inspire a team of HR and training professionals, cultivating a collaborative and empowering environment that fosters innovation, accountability, and a high-performance culture.

**Key Selection Criteria**

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1. Holds a Bachelor's degree in Adult Learning, Human Resource Development, or a related field; a Master's degree or relevant professional certifications in training and development or leadership coaching is highly desirable.
2. A minimum of 8 years of professional experience in learning and development, with extensive expertise in designing and implementing comprehensive training and leadership development programs within an educational or corporate environment.
3. Proven capability to lead and manage diverse teams, creating an empowering environment that encourages innovation and high performance; a established track record in leading large-scale projects and facilitating change initiatives.
4. Comprehensive knowledge of adult learning theories, instructional design, capability and leadership frameworks, and program evaluation.
5. Demonstrated understanding and practical experience with digital learning platforms and educational technologies, including their integration into learning and development strategies.
6. Outstanding verbal and written communication skills, with the ability to engage effectively and collaborate with a diverse range of stakeholders across all organizational levels.
7. Excellent analytical skills with a proven ability to conduct needs assessments, analyse data, and utilise insights to enhance program effectiveness and creatively solve complex issues.
8. Demonstrated experience in effectively managing multiple concurrent projects, ensuring timely completion within scope and budget, including managing external vendors and consultants.
9. High level of personal integrity and discretion in handling confidential information, with a commitment to upholding and promoting the university's values through professional conduct.

**English Proficiency**

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English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (General) with a score of at least 6.5 or 170 in Linguaskills.

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

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