

RMIT VietnamSenior Program Manager,  
Bachelor of Design Studies**Position Details**

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|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Title:            | Senior Program Manager, Bachelor of Design Studies                                                                                             |
| Division/ Centre:          | School of Communication & Design (SCD)                                                                                                         |
| Department:                | Bachelor of Design Studies                                                                                                                     |
| Campus Location:           | Saigon South campus, Ho Chi Minh City, Vietnam. The role may be required to work across other RMIT Vietnam campuses and locations as required. |
| Job Grade/ Classification: | Academic Level C or D (depending on appointment)                                                                                               |
| Time Fraction:             | 1.0 FTE                                                                                                                                        |

**RMIT University**

RMIT is a leading multi-sector university of technology, design and enterprise with more than 90,000 students and 10,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

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.

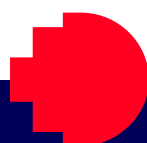
Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, Spain, as a gateway for European research, industry, and government partnerships. Programs are offered through transnational partners in Singapore, Hong Kong, Sri Lanka, India and mainland China, with research and industry partnerships on every continent.

**RMIT Standings in university rankings**

RMIT is ranked 119th in the 2027 QS World University Rankings consolidating its reputation as a global leader in education and research. The University is also now ranked 10th in Australia.

The University is ranked 5th globally for its work to reduce inequalities (SDG 10), 30th in supporting decent work and economic growth (SDG 8), and overall 56th worldwide in the 2025 Times Higher Education Impact Rankings.

RMIT has eight subject areas ranked among the world's top 100 in the latest QS World University Rankings by Subject. Three subjects are ranked in the global top 50, with Architecture & Built Environment maintaining its strong global position at 15th while rising to 1st in Australia. Library & Information Management also improved to 1st in



Australia and is ranked 29th globally. Art & Design continues to be recognised among the world's leading disciplines, ranked equal 19th globally and 1st in Australia. Additional subjects ranked in the global top 100 and among the top 10 in Australia include Materials Science, Accounting & Finance, Communication & Media Studies, Data Science & Artificial Intelligence, and Civil & Structural Engineering.

[www.rmit.edu.au/about](http://www.rmit.edu.au/about)

## **RMIT Vietnam**

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University and was established in the year 2000. As the leading international university in Vietnam with over 12,000 students, RMIT Vietnam has a high-quality, innovative teaching and learning culture, and a growing research and innovation capability. We provide internationally recognised high-quality education and research aligned to the needs of the Vietnam and ASEAN region. As an internationally recognised Australian university based in South-East Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region. Our teaching and research is highly engaged with industry across 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 English Language training through to undergraduate, post-graduate and PhD programs. All teaching at RMIT Vietnam is in English and maintain the same standards as Australia.

<https://www.rmit.edu.vn/about-us>

## **Department Summary**

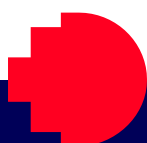
The School of Communication & Design (SCD) at RMIT Vietnam plays a key role in developing industry-ready graduates and future creative leaders through interdisciplinary programs across communication, design, fashion, film, media and related creative fields. The School is recognised for its strong industry engagement, practice-based learning, and integration of internships and real-world projects into the curriculum. Supported by RMIT's global reputation in art, design and media, SCD combines innovative teaching, research and industry collaboration to contribute to the creative economy in Vietnam, the Southeast Asian region, and globally.

## **Position Summary**

The Senior Program Manager will be responsible for the Bachelor of Design Studies program offered by RMIT Vietnam. The appointee will provide senior academic and operational leadership for the program, including responsibility for teaching and learning activities, curriculum development and quality assurance, timetabling, student experience, resource planning, financial sustainability, program promotion, industry engagement, staff workload planning, professional development review, research and scholarship trajectory, and multi-campus delivery.

The appointee will line manage academic staff as required, including Associate Program Managers and other senior academic staff within the program where applicable, and will work closely with the Dean of School and Deputy Deans of School.

The scope of responsibilities includes teaching and learning activities, curriculum development and quality assurance, timetabling, student experience, resource planning, program promotion, industry engagement, staff workload planning and professional development review. Proven success in program leadership, marketing, promotion, innovation, quality assurance and curriculum renewal is required.



The appointee will contribute to the strategic direction of the School by working collaboratively with peer Program Managers, Associate Program Managers, senior academic staff, and other members of the School leadership team, contributing to school-wide leadership, curriculum coherence, workforce planning, research and scholarship development, engagement, and program sustainability.

The role combines program leadership with teaching, scholarship, research and/or creative practice appropriate to the academic level of appointment. This position will suit an experienced senior academic leader with a strong record in design education, academic leadership, curriculum development, industry engagement, and the management of complex academic programs.

## Reporting Line

|                        |                                                                                                                                                                                                                                                                                  |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reports to:            | Dean, School of Communication & Design                                                                                                                                                                                                                                           |
| Indirectly reports to: | Relevant Deputy Dean/s, School of Communication & Design, as required                                                                                                                                                                                                            |
| Direct reports:        | Associate Program Managers and academic staff in the Bachelor of Design Studies program, as determined by School structure and workload planning                                                                                                                                 |
| Key relationships:     | Academic staff teaching into the Bachelor of Design Studies program, Associate Program Managers, course coordinators, professional staff, School leadership, Marketing and Recruitment teams, industry and community partners, and relevant College and University stakeholders. |

Reporting lines may be adjusted in line with organisational changes.

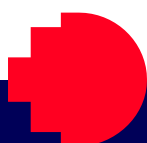
## Key Accountabilities

### Program Leadership and Management

- Provide senior academic leadership for the Bachelor of Design Studies as a large, multi-campus program, ensuring academic quality, curriculum coherence, operational effectiveness, financial sustainability, student outcomes and program reputation.
- Lead curriculum development, review, renewal and mapping, including alignment of Program Learning Outcomes, Course Learning Outcomes, assessment, graduate capabilities, RMIT academic frameworks, accreditation requirements and industry needs.
- Oversee program delivery, timetabling, assessment moderation, quality assurance processes, program amendments and course-related policies pursuant to School, College and University procedures and in liaison with key stakeholders.
- Ensure compliance with University, College, School, TEQSA, MOET and other relevant academic governance and regulatory requirements.
- Contribute to annual and longer-term program planning, including planning related to student load, staffing, resources, facilities, curriculum renewal, program promotion, industry engagement and program sustainability.
- Work collaboratively with the Dean, Deputy Deans, Associate Program Managers, peer Program Managers and senior staff to ensure the program contributes to the School's broader learning and teaching, research, engagement and growth objectives.

### Teaching and Learning

- Contribute to undergraduate teaching within the Design Studies program, including assessment design, delivery, moderation and continuous improvement.



- Lead innovation in teaching and learning, including blended and digital learning approaches appropriate to creative disciplines.
- Use evidence-informed practice, peer review, moderation, course evaluation data, student feedback and program-level quality assurance processes to enhance learning outcomes and student experience.
- Support academic staff to understand and implement program-level priorities, including curriculum alignment, assessment quality, moderation, feedback, student progression, retention and success.

#### **Student Experience and Engagement**

- Champion a positive, inclusive and supportive student experience across Saigon South and Hanoi cohorts.
- Monitor student progression, retention, success, satisfaction, complaints, feedback and risks, and lead program-level strategies to address identified issues.
- Support student engagement with industry, community projects, exhibitions, competitions, applied learning opportunities, international opportunities and employability initiatives.
- Ensure students experience the program as coherent, well-managed, academically rigorous, professionally relevant and aligned across delivery locations.

#### **Staff Leadership and Development**

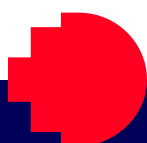
- Provide academic leadership and line management to Associate Program Managers and academic staff teaching into the program, fostering a collegial, collaborative and high-performing culture.
- Lead workload planning in alignment with program needs, financial sustainability, staff capability, individual development plans and the School workforce plan.
- Support mentoring and capability building in teaching, curriculum design, assessment, research, scholarship, creative practice, industry engagement and academic leadership.
- Ensure Associate Program Managers and senior staff have clear delegated responsibilities and are supported to contribute effectively to program leadership.
- Foster a strong culture of accountability, collaboration, inclusion, academic excellence and continuous improvement within the program.

#### **Industry, Engagement and Promotion**

- Build and sustain strong industry, community, alumni and professional partnerships relevant to Design Studies disciplines.
- Build partnerships that contribute to curriculum relevance, student experience, graduate outcomes, research, creative practice, external engagement and program reputation.
- Contribute to program marketing, recruitment and promotion in collaboration with RMIT Vietnam Marketing and Engagement teams.
- Represent the program internally and externally to support reputation, growth and strategic positioning.
- Ensure industry and community engagement is embedded meaningfully across the program through applied projects, exhibitions, competitions, internships, guest lectures, partnerships, live briefs, public-facing outcomes and other forms of authentic learning.

#### **Research, Scholarship and Creative Practice**

- Maintain an active profile in research, scholarship of teaching and learning, and/or creative practice appropriate to the level of appointment.
- Provide leadership for the research, scholarship, creative practice and/or scholarship of teaching and learning trajectory of the Design Studies program, aligned with School priorities and appropriate to the academic level of appointment.



- Contribute to the School's research culture and priorities, including supervision where eligible, collaborative projects, publications, creative practice outputs, industry-engaged projects, external partnerships, exhibitions, public outcomes and dissemination.
- Mentor staff to build research, scholarship, creative practice, supervision, publication, industry-engaged and impact-oriented profiles appropriate to their academic level and discipline.
- Identify and support opportunities for external income, research funding, consultancy, industry-funded projects, creative practice partnerships and community-engaged research relevant to Design Studies.

#### **Financial, Operational and Resource Management**

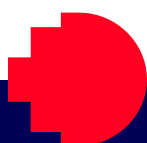
- Contribute to program-level budgeting, financial planning, load planning, staffing projections, resource allocation and operational decision-making in consultation with the Dean, Deputy Deans and relevant professional teams.
- Monitor program performance in relation to student load, enrolments, retention, progression, staffing, delivery costs, workload, resource needs and contribution to School sustainability.
- Ensure effective planning and use of teaching spaces, studios, equipment, technical resources, learning materials and other physical and digital resources required for high-quality design education.
- Identify risks, pressures and opportunities related to program delivery, staffing, student numbers, resources, facilities and financial sustainability, and propose evidence-based solutions.
- Work with relevant School and University teams to ensure the program is appropriately resourced and operationally well-managed across all delivery locations.

#### **Service and Governance**

- Contribute to School, College and University committees, working groups and academic governance activities.
- Actively contribute to the collegial life of the School and broader University community.
- Lead or contribute to program amendments, course amendments, program review, annual reporting, quality assurance, academic governance and risk management processes.
- Work in alignment with RMIT's Academic Expectations and Development Framework, RMIT Values, the RMIT Leadership Model, and relevant policies and procedures.

### **Key Selection Criteria**

1. Relevant PhD or equivalent doctoral qualification from a recognised institution is preferred. Candidates without a PhD may be considered where they demonstrate equivalent senior academic, professional, creative practice, industry and/or leadership experience relevant to the role.
2. Minimum of five years' teaching experience of relevant programs/courses at undergraduate level.
3. Senior academic and/or professional experience in design, design studies, creative practice or at least one of the specialisms within the program.
4. Proven success in program leadership, marketing, promotion, innovation, quality assurance, curriculum renewal, student experience and multi-campus delivery.
5. Demonstrated ability to lead and manage a large or complex academic program, including responsibility for curriculum coherence, academic quality, staffing, workload planning, student outcomes, operational planning and financial sustainability.
6. Demonstrated capacity to manage academic and professional teams and contribute to a collaborative, collegial and productive workplace.





7. Demonstrated understanding of program-level financial, operational and resource management, including student load, staffing, workload planning, resource allocation, facilities and contribution to School sustainability.
8. Demonstrated experience in and understanding of financial, governance and quality management systems within a University.
9. Demonstrated experience leading curriculum development, review, renewal and mapping, including alignment of Program Learning Outcomes, Course Learning Outcomes, assessment, moderation, graduate capabilities and quality assurance processes.
10. Demonstrated range of skills relating to the conceptualisation, execution and evaluation of courses, including the capability and competence to teach a range of program-relevant courses.
11. Evidence of a research, scholarship, creative practice, industry-engaged and/or scholarship of teaching and learning profile appropriate to the level of appointment, with capacity to contribute to and support the research and engagement trajectory of the program.
12. Demonstrated ability to build and sustain industry, community, alumni and professional partnerships that enhance curriculum, student experience, graduate outcomes, research, creative practice and program reputation.
13. Demonstrated high level of interpersonal, communication and negotiating skills, including the ability to consult with senior executives and external bodies, produce executive reports, and negotiate agreed directions, outcomes and targets within a collaborative environment.
14. Proven ability as an effective member of a management team that develops and achieves shared goals and objectives.
15. Ability to display appropriate behaviours in line with the position, RMIT Values and RMIT Leadership Model.

### **Additional level-specific expectations**

For appointment at Academic Level C, candidates should demonstrate an emerging nationally recognised profile in research, scholarship, creative practice, industry-engaged practice and/or scholarship of teaching and learning, with evidence of outputs, impact and leadership potential.

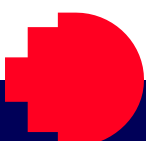
For appointment at Academic Level D, candidates should demonstrate a recognised national and/or international profile in research, scholarship, creative practice, industry-engaged practice and/or scholarship of teaching and learning, including evidence of senior academic leadership, outputs, partnerships, supervision where applicable, income generation and/or impact.

## **English Proficiency**

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 7.0 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

## **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, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of



Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

**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.

**Background checks**

RMIT Vietnam is committed to providing a healthy and safe working, research and learning environment that enhances wellbeing across our community. As part of this commitment, all new employees are required to undergo background checks prior to commencing employment. Offers of employment are conditional upon the satisfactory completion of these checks. The specific requirements may vary depending on the nature of the role, as outlined in our Background Check Matrix.

**Endorsed**

Signature:  
Name: Donna Cleveland  
Title: Dean of School, SCD  
Date: 3 July 2026

**Approved**

Signature:  
Name: Donna Cleveland  
Title: Dean of School, SCD  
Date: 3 July 2026

