



## Senior Manager, Talent Acquisition

### Position Details

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<b>Position Title:</b>	Senior Manager, Talent Acquisition
<b>Division/ Centre:</b>	Operations
<b>Department:</b>	<b>People</b>
<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>Job Grade/ Classification:</b>	<b>PS9</b>
<b>Time Fraction:</b>	1.0

### RMIT University

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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, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University 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 it has forged over its 129-year history. 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 is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

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

### RMIT Vietnam

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RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an 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.

### **Position Summary**

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The Senior Manager, Talent Acquisition, leads the effective delivery of talent acquisition across RMIT Vietnam. The Senior Manager brings significant expertise to the role through in-depth experience and knowledge of organisational practices and principles within the talent acquisition function to effectively align with other HR functions and achieve an optimum candidate/employee experience.

The Senior Manager leads a team of specialists to partner with a diverse range of business portfolios to attract and recruit local and international talent within a complex, evolving environment, providing business solutions that observe protocol relating to local labour law, skills shortages, and English proficiency, etc.

As a key member of the HR Leadership Team, this role contributes to the delivery of the University HR strategy, proactively leading and supporting an agile and customer service-focused culture in HR to establish a future-fit organisation capable of continuous evolution and change.

The role influences and develops important working relationships across RMIT University Vietnam to ensure that the function can meet global business expectations within the local environment (i.e., long-term growth, retention, talent management) to maximise overall value to the organisation.

The position holder is an advocate for fairness, transparency, diversity, and inclusion. The role mitigates considerable risk for the University by influencing outcomes and coaching stakeholders on the cost of poor hiring and appointment decisions.

### **Reporting Line**

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Reports to: Associate Director – Talent, Reward and OD

Direct reports: 1 x PS8, 2 x PSV7, 1 x PSV4

### **Organisational Accountabilities**

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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, labor, 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.

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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- Lead and develop the talent acquisition strategy across RMIT Vietnam.
- Lead the design and development of talent acquisition policies and the complex digital and physical business processes that support and enable business agility, ensuring that HR best practices are streamlined throughout.
- Translate HR strategic plans into operational processes to support and align with the global objectives of the University; to ensure business needs are identified and service level expectations are continuously achieved.
- Ensure stakeholder experience related to talent acquisition is fully integrated, sustainable, and solution focused.
- Support future resource planning activities through partnering with relevant stakeholders to ensure resource requests are prioritised, within budget, and on time.
- Ensure RMIT Vietnam has a world-class international branch campus onboarding process and orientation program.
- Coach and mentor the Talent Acquisition team to develop, empower, and equip them for internal opportunities, management continuity, and succession planning. Support the HR Leadership team to motivate and empower the VN HR Team.
- Provide high-level data analysis, intelligence, and reporting on past and future outlooks relating to talent acquisition.
- Key HR process leader of Workday, working closely with Global Stream Leads to escalate complex issues that impact user experience in Vietnam. The role also provides Workday learning opportunities for VN stakeholders on recruitment, onboarding, job upgrades, and promotions.
- Design and develop learning programs and workshops for stakeholders across HR-related areas such as talent acquisition, onboarding, promotions, job evaluation, and performance management.
- Build and develop talent pipelines for Executive positions locally and overseas, and lead talent acquisition appointments for varying senior and executive-level positions within RMIT Vietnam.
- Lead a team of accredited local HR staff in the Mercer job evaluation process for new, replacement, and org restructure projects to support alignment of levels, skills, and experience across the university, and to further support career development and succession planning.
- Subject matter expert in recruitment and selection, change management, and HR best practices.
- Review and evaluate digital onboarding survey outcomes and refine processes as appropriate.
- Influence, support, and promote cultural transformation within the organisation.

## Key Selection Criteria

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- Degree relevant to Human Resources. Post-graduate qualification in a similar HR-related field.
- At least 10 years of relevant experience in a senior leadership position leading talent acquisition services within a fast-paced, highly complex matrix business environment.
- Significant experience in leading and developing a team of local professionals through effective talent management, adapting to business needs, and partnering to be successful in an MNC environment.
- Extensive experience in developing strategic relationships with key stakeholders and building productive and harmonious working relationships with staff at all levels; an expert in cross-cultural communication.
- Demonstrated initiative, critical thinking, and problem-solving skills with the ability to transform strategic ideas into sound operational plans.
- Proven ability to lead and support cultural and organisational change by setting benchmarks for high-performing teams.
- Ability to adopt new technologies and drive continuous service improvements (experience with Workday is desirable).
- Expert in job evaluation methodology and principles of organisational design, including training, job description, and selection criteria development.
- Proven ability to exercise initiative, think strategically and creatively, leverage relationships, and adopt an active approach to initiatives to support Schools and Departments in meeting their resourcing objectives.
- Ability to display appropriate behaviours in line with the position as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence, Imagination and Innovation, Impact, Inclusion, Integrity).

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

**Work Permit**

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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.

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