



RMIT Vietnam

Sustainability Program Lead

Position Details

Position Title:	Sustainability Program Lead
Division/ Centre:	Operations
Department:	Capital Works (Sustainability)
Campus Location:	Based at the Saigon South campus but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PSV6
Time Fraction:	Full time – 40 hours per week

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 125th in the 2026 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 in the top 100 globally in the latest QS World University Rankings by Subject. Four subjects retained their place in the top 50 with Art and Design also maintaining its number one position in Australia. Other standout results included Architecture and the Built Environment, ranked second in Australia and



25th globally, Communication and Media Studies, 4th in Australia and 42nd globally and Library & Information Management coming in at 2nd in Australia and 29th globally. Business and Management ranks 7th in Australia.

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>

Position Summary

The Sustainability Program Lead is required to ensure the effective delivery of three major strategic initiatives under the Sustainability Portfolio: (1) the national sustainability education and case development program; (2) the Green Skills/TVET program; and (3) the university-wide sustainability culture and community development initiatives. The Sustainability Program Lead will provide essential leadership in program execution, capability building, co-creation activities, and stakeholder coordination, ensuring alignment with the SDGs, the Sustainability Strategy, and university priorities while strengthening student engagement and ambassador capacity.

Reporting Line

Reports to: Associate Director, Capital Works/ Sustainability Manager

Indirectly reports to:

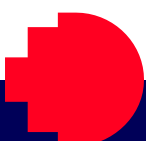
Key relationships:

Reporting lines may be adjusted in line with organisational changes.

Key Accountabilities

- Program Delivery & Development

- Execute social/cultural initiatives and capability-building programs that advance community development, human development, and social impact.
- Develop and formalize key program documentation (Program Brief, Logic Model, Impact KPI Framework, Roadmap Proposal).
- Ensure strategic alignment with the SDGs, Sustainability Strategy, and institutional priorities.



- Lead multi-stakeholder collaboration with academic teams, government, NGOs, and industry partners for program development and delivery.
- Co-develop learning frameworks, case studies, and educational content with academic and external experts.
- Support the development of Green Skills and TVET learning initiatives aligned with national sustainability and workforce agendas.
- Conduct sustainability assessments, analyze data, and develop action plans to address ESG risks and opportunities, while promoting a culture of sustainability across RMIT Vietnam.
- Provide subject-matter expertise on sustainability best practices and support embedding sustainability into university policies, processes, and practices.
- Build and foster strategic partnerships to drive sustainability initiatives and long-term impact.
- Communicate sustainability achievements to internal and external audiences through reports, presentations, and engagement activities.
- Collaborate with Operations and Communications teams to ensure program feasibility, quality assurance, and timely delivery.
- Participate in the Sustainability Committee (Operational Working Group) and report to the Sustainability Manager/CW Director.
- Establish and monitor impact KPIs, driving continuous improvement through data, insights, and stakeholder feedback.
- Apply project management disciplines to manage timelines, risks, and program quality.
- **Community Engagement & Capability Building**
 - Train and mentor Student Ambassadors on social impact, community engagement, and program content.
 - Build and maintain strong relationships with internal stakeholders, student groups, and community partners.
 - Provide expert consultation to other sustainability portfolios on social/community impact integration.
- **Quality, Experience & Risk Management**
 - Identify operational risks and coordinate mitigation with Ops, Comms, and relevant stakeholders.
- **Reporting & Governance**
 - Track impact data, document learnings, and contribute to unit-wide sustainability reporting.
 - Ensure compliance with internal governance, policies, and quality standards.
- Undertake any other duties as required by the Manager, Sustainability
- Other duties commensurate with the scope of the role

Key Selection Criteria

1. Qualifications & Experience

- Bachelor's degree or higher in Social Sciences, Community Development, Human Development, or related fields.
- Minimum 5 years of experience in program or project management within social impact, education, community development, or related sectors.
- Proven experience in designing programs and evaluating social/community impact.
- Experience working with government, NGOs, and industry partners on social impact or sustainability programs.



- Experience in education program development, curriculum co-design, or vocational/TVET training is a strong advantage.
- Knowledge of green skills, net-zero workforce development, or sustainability education frameworks.

2. Knowledge & Skills

- Strong expertise in community development, social impact frameworks, and capability-building methodologies.
- Solid program design skills, including logic modelling, KPI development, and impact measurement.
- Strong project management and operational planning skills.
- Excellent communication, facilitation, and stakeholder management abilities.
- Strategic thinking, problem-solving, and ability to work independently while managing multiple priorities.
- Strong interpersonal skills with demonstrated ability to mentor and engage youth or volunteers.

3. Preferred Attributes

- Experience working in higher education, sustainability, or large-scale community programs.
- Ability to collaborate effectively across multi-disciplinary teams.
- Commitment to sustainability, social impact, and inclusive community growth.
- Appointment to this position is subject to passing a Working with Children check, background check, etc.
- Ability to display appropriate behaviours in line with the position, RMIT Values and RMIT Leadership Model.

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

Organisational Accountabilities

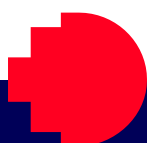
RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, 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:

Title:

Date: Must filled section

Approved

Signature:

Name:

Title:

Date: Must filled section

