



Job Description – Facilitator, Transnational Security Training

Position Details

Position Title:	Facilitator, Transnational Security Training (TST)
Division/ Centre:	Engagement
Department:	Engagement
Campus Location:	Based at the Ha Noi City campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PS8
Time Fraction:	Full time

RMIT University

RMIT University is a university of technology, design and enterprise located in Melbourne, Australia. RMIT University has a global reputation for excellence in its fields of study, as well as for its engagement with industry and communities. According to various ranking schemas, RMIT University is among the top universities in the world and in Australia.

- 140th globally and 11th in Australia in QS World University Rankings 2024,
- 22nd globally and 3rd in reducing inequalities in Times Higher Education Impact Rankings 2022
- 53rd globally and 5th in Australia in the QS Sustainability Rankings
- 22nd globally and 3rd in Australia in the Times Higher Education Impact Rankings

RMIT University also ranks highly on graduate employability, international outlook, and partnership with employers. As a global university with campuses in Vietnam and Spain, and partnerships with over 140 institutions across Asia and Europe, RMIT University provides its students with hands-on and practical learning experiences, such as internships, placements, and work projects, that prepare them for the needs of their industry and future careers and to become global citizen.

www.rmit.edu.au

RMIT Vietnam

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.

RMIT Vietnam is recognised as a leader in education and research in Vietnam, as well as a contributor to the economic and social development of the country. RMIT Vietnam has been awarded the Golden Dragon Award for excellence in education by the Vietnamese Ministry of Education and Training for 16 consecutive years.

RMIT Vietnam is a dynamic and innovative university that prepares students for life and work in an increasingly complex world. By studying at RMIT Vietnam, students can benefit from the international reputation, academic excellence, and industry connections of RMIT, while experiencing the rich culture and diversity of Vietnam.

www.rmit.edu.vn

Position Summary

National law enforcement agencies actively seek new approaches and partnerships to enhance their future-readiness to prevent, detect, investigate, and disrupt transnational crime. Since 2005, RMIT has provided learning opportunities which positively shape the future generation of police, immigration, border control and customs officials to enable them to advance efforts to lead innovation and proactively counter transnational crime and the illicit movement of people and goods.

The Facilitator, Transnational Security Training (TST), joins an active team which provides high-level coordination and facilitation of RMIT University's TST programs targeting the international law enforcement community (primarily emerging and developing leaders responsible for driving responses to transnational crime) in the Asia-Pacific region. This role requires excellence in curriculum design and delivery, commitment to transformative learning

approaches, high-level client engagement skills, and proficiency in all aspects of program management. The Facilitator will have experience in international law enforcement and transnational crime, or a willingness to deeply understand this field utilising their skills to foster development in leadership, management, and international cooperation.

Reporting Line

Reports to: Strategic Advisor, Engagement

Direct reports: 3.4

Key Accountabilities

- Engaging in all aspects of Transnational Security Training (TST) education delivery, client liaison in Vietnamese and international organisations, and program management.
- Initiating new training opportunities to further the TST objectives which support the development of RMIT's industry engagement activities.
- Contributing to the design of specialist curriculum and educational tools to advance participant learning outcomes and capabilities relating to leadership, management and international cooperation in the context of law enforcement and transnational crime.
- Delivering interactive training programs in online and face-to-face learning environments, and supporting participant engagement and welfare to cultivate personal and professional growth.
- Coordinating pre-program administration, training delivery, and post-program reporting.
- Evaluating program outcomes and advising clients on proposed quality improvements.
- Nurturing relationships with RMIT's extensive network of TST alumni around the world, and engaging with international partners to secure guest speaker involvement.
- Writing official correspondence, speeches, talking points and media communications.
- Collaborating as an active member of a highly mobile training team across Australia and Vietnam.
- Performing other related duties and tasks as agreed by the Strategic Advisor, Engagement.

Key Selection Criteria

1. Relevant tertiary qualifications and/or proven experience in a similar role.
2. Demonstrated experience in curriculum design, delivery, and evaluation with a commitment to continual improvement.
3. Demonstrated experience in facilitating dynamic and interactive training programs for adult learners.
4. Demonstrated program management skills.
5. Demonstrated experience working in an international context including the Asia-Pacific region with outstanding client relationship skills and an ability to engage with a broad range of stakeholders.
6. Demonstrated ability to manage a small administration team and experience working as part of a highly mobile and independent team.
7. Exceptional interpersonal and cross-cultural communication skills, and highly proficient writing skills, including an ability to prepare written proposals and reports.
8. Relevant experience relating to law enforcement and transnational crime or a commitment to deeply understanding the field.
9. Ability to display appropriate behaviours in line with the position and RMIT Values.

Organisational Accountabilities

RMIT is committed to the rights of students and staff to be safe, respected, valued, and treated as an equal in their place of study and work. All staff are expected to share this commitment and contribute to a safer community. While carrying out their role, staff are in a position of trust with students. Staff have a duty of care to report wellbeing concerns about students through the designated channels and to uphold the Code of Conduct. 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.

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (Academic <or> General) with a score of at least 6.5 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

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.

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.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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