Position Details

Position Title: <Insert Position Title>
Position Number: <Insert Position Number>
Portfolio: <Insert Portfolio>
School/Group: <Insert School/Group>
Campus Location: Based at the <Insert Campus> campus, but may be required to work and/or be based at other campuses of the University.
Classification: <Insert Classification Level>
Salary Schedule: [Link to salary schedule]
Employment Type: <Insert Employment Type i.e. Continuing/Fixed Term (insert reason for Fixed Term)>
Note: See Reasons for fixed term appointments guideline for explanation of fixed term categories
Time Fraction: <Insert Time Fraction i.e. 1.0/0.5>

RMIT University

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. We are global in attitude, action and presence; urban in orientation and creativity; and connected through active partnerships with professions, industries and organisations.

RMIT University enjoys an international reputation for excellence in professional and practical educational programs and high quality outcome-oriented research.

One of Australia’s original educational institutions founded in 1887, RMIT is now the nation’s largest tertiary institution. The University offers an extensive range of postgraduate, undergraduate and vocational programs.

RMIT has three Melbourne campuses – in the central business district and in Brunswick and Bundoora in the city’s northern suburbs – and campuses in Hanoi and Ho Chi Minh City in Vietnam. With significant partnerships in Hong Kong, China, Malaysia and Singapore, RMIT has a strong educational presence in the Asia-Pacific region. The University’s total student population of 74,000 includes 30,000 international students (onshore and offshore).

RMIT is a leader in technology, design, global business, communication, global communities, health solutions and urban sustainable futures, and is ranked in the top 100 universities in the world for engineering and technology in the 2010 QS World University Rankings.

www.rmit.edu.au

Portfolio/Group

<Insert paragraph about Portfolio/School/Group to which the position belongs>
<Provide Web addresses for Portfolio and School/Group for more information>
Position Summary

<Insert Position Summary statement (limit to one paragraph) – emphasise key aspects of the position>

Reporting Line

Reports to:  <Insert the position title that this position reports to>
Direct reports:  <Insert the number of staff that report to this position, if any>

Organisational Accountabilities

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

<Insert Key Accountabilities (8 – 10 limit)>

1.
2.
3.
4.
5.
6.

Key Selection Criteria

<Insert Key Selection Criteria (6 – 8 limit)>
Note: Consider Key Accountabilities when determining Key Selection Criteria

1.
2.
3.
4.
5.
6.

Note: Please contact the Recruitment Unit for guidance on interview questions

Qualifications

<Insert Qualifications>

Insert if Required
Note: Appointment to this position is subject to passing a <Insert mandatory check i.e. Working with Children> check.

Endorsed:

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<tr>
<th>Signature:</th>
<th>Name:</th>
<th>Title:</th>
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Approved:

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