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Position title instruction

Intent

This instruction aims to provide a clear framework for position titles within organisational unit/s.

Position titles at RMIT will:

- Identify the position in a way which is clear and recognisable
- Indicate the function and main purpose of the position
- Be simple and free of technical jargon
- Indicate the relative level of the position within the University's organisation structure
- Be gender neutral
- Appear consistently on all documentation for the position
- Be approved with consideration given Staffing delegations schedule

Scope

Fixed term and continuing staff members

Exclusions

Casual staff and honorary and visiting academic appointments

Guideline

1. Standard position titles at RMIT

Standard titles are grouped as follows:

1.1 Senior executive positions

Level	Title
Exec	Deputy Vice-Chancellor Academic and Vice-President
	Chief Operating Officer and Vice-President Resources
	Deputy Vice-Chancellor Research and Innovation and Vice-President
	Deputy Vice-Chancellor International and Vice-President
	Pro Vice-Chancellor Design and Social Context and Vice-President
	Pro Vice-Chancellor Science, Engineering and Health and Vice-President
	Pro Vice-Chancellor Business and Vice-President
	Deputy Vice-Chancellor Engagement and Vocational Education and Vice-President
	University Secretary and Vice-President

1.2 College senior strategic positions

Level	Title	Definition
Exec	Deputy Pro Vice-Chancellor Learning and Teaching, Research and Innovation	Position responsible for direction, management and leadership within a College reporting directly to a PVC
	Director, Planning and Resources	
	Deputy Director VET	Position must report to PVC of College with 'dotted' reporting line to Deputy Vice-Chancellor Engagement and Vocational Education and Vice-President

1.3 School / academic management positions

Level	Title	Definition
Exec 2	Dean	Restricted to leader of School at Executive 2 classification
Exec 1	Head of School	Head title restricted to leader of School at Executive 1 classification
E	Deputy Dean, Deputy Head of School	Position reports to a Dean (Exec 2 position), and has responsibility for multiple disciplines and set the strategic directions for them; and holds a professorial position.
E - A	Director (Specialist / Research Centre)	Refer to Position Descriptions and Remuneration team for more information on classification levels
	Deputy Head / Deputy Dean Learning and Teaching	
	Deputy Head / Deputy Dean Research and Innovation	
	Deputy Head/Deputy Dean International	
	Deputy Head/Deputy Dean Industry Engagement	

1.4 Academic positions

Academic titles will be linked to directly to the academic classification levels A to E, and be titled as follows and academic positions will be referred to by their title, not as Level A etc. Academic staff at RMIT are not appointed to a field. Staff should not be on academic classification whilst undertaking general staff duties (e.g.: Manager, Teaching and Learning).

Teaching and research positions

Research only positions

Level	Title	Level	Title
A	Associate Lecturer	A	Research Assistant
B	Lecturer	B	Research Fellow
C	Senior Lecturer	C	Senior Research Fellow
D	Associate Professor	D	Principal Research Fellow
E	Professor	E	Professor

1.5 VET Positions

VET titles will be linked directly to the classification levels as set out in the Victorian TAFE Teaching Staff Multi-Business Agreement 2009 (or its successor)

Level	Title
Teacher 1-5	Teacher
Senior Educator 1	VET Program Coordinator
Senior Educator 2	VET Program Manager
Senior Educator 3	Deputy Dean/Head VET

1.6 Professional staff positions, including approved specialist titles

Level	Title	Definition and approved use
Exec 2	Executive Director	The most senior position within a Service or Governance Unit reporting to a Senior Executive.
Exec 1	Director	The most senior position within a Portfolio or College or Unit reporting to a Senior Executive
	Deputy Director	Position must reports directly to Executive Director or Director.
HEW 10	Assistant Director	Position must: a) manage a Sub-Group, and b) have responsibility for the outcome or implementation of an action / program that has strategic impact across the University (this is distinct from providing advice), and c) have resource management responsibility, and d) be three levels of reporting from the Vice-Chancellor.
	Senior Manager	Position must: a) ensure delivery of service for a Group or Sub-Group, and b) have resource management responsibility (including staff and budget), and c) have impact and influence within their Group.
	Principal Advisor	Position is a recognised senior reference point in relation to policy, precedent, best practice or standards.
	Principal Coordinator	Position is a recognised senior reference point in relation to policy, precedent, best practice or standards.
	Senior Finance Manager	Restricted to use within Financial Services

**HEW 9
and
HEW 8**

Manager

Would normally have responsibility for resources and budget

Manager Planning and Resources

Would normally have responsibility for resources and budget within a School

* where School Manager is classified at HEW10 the title is
to be Senior Manager Planning and Resources

Project Manager

Position is responsible for the budget, resources and outcomes of a project.

Senior Advisor

At HEW 8 and above positions should maintain Senior + Generic title, followed by descriptor

Senior Coordinator

e.g.: Senior Advisor, Marketing, Senior Officer, Human Resources

Senior Officer

Senior Analyst

Restricted to industry recognised analyst positions

- Senior Business Analyst
- Senior Data Analyst
- Senior Functional Analyst
- Senior Systems Analyst

Educational Developer

Restricted to use within Academic College Offices

Team Leader

Restricted to use at HEW 9 within Information Technology Services

**HEW 9
only**

Senior Accountant

Restricted to use within Financial Services

- Senior Financial Accountant
- Senior Management Accountant
- Senior Systems Accountant

	Category Manager	Restricted to use within Financial Services
	Technical Architect	Restricted to use within Information Technology Services.
	Engagement Manager	Restricted to use within Information Technology Services
HEW 8 only	Senior Project Officer	Position is responsible for the outcomes of a project.
	Librarian	Restricted to use within Academic Services
	Senior Graphic Designer	Restricted to use within Academic Services
	Senior Counsellor	Restricted to use within Students
	Accountant	Restricted to use within Financial Services
	- Financial Accountant	
	- Management Accountant	
	- Tax Accountant	
	Senior Developer	Restricted to use within Information Technology Services
	Senior Systems Administrator	Restricted to use within Information Technology Services
	SOE Architect	Restricted to use within Information Technology Services
	Network Administrator	Restricted to use within Information Technology Services

Note: Titles at HEW 8 and above should maintain the format of Senior + Generic title. This title can be followed by a descriptor, e.g.: Senior Coordinator, Marketing.

HEW 8 and HEW 7	Finance Manager	Restricted to use within Financial Services
HEW 7 and HEW 6	Advisor	Generic descriptions may be applied in front of 'Advisor', 'Assistant', 'Officer' and 'Coordinator' titles at HEW 7 and below.
	Assistant	For example: Administrative Assistant, Technical Officer, Marketing Coordinator, Program Administrative Officer, Program Support Officer. Please seek further advice from Human Resources.
	Coordinator	Administrative Coordinator is not a permitted combination.
	Officer	
	Executive Officer	Position reports directly to and supports a member of the Senior Executive
	Project Officer	Position is responsible for the outcomes of a project.
	Graphic Designer	Restricted to use within Academic Services and International and Development
	Librarian	Restricted to use within Academic Services
	- reference librarian	
	- liaison librarian	
	Senior Finance Officer	Restricted to use within Financial Services

Analyst Restricted to use in Information Technology Services

- Business
Analyst
- Data Analyst
- Functional
Analyst
- Systems
Analyst

Systems
Administrator Restricted to use within Information Technology Services

HEW 7 only Team Leader Role has line responsibility for a team

Counsellor Restricted to use within Students

Educational
Developer Restricted to use within Academic College Offices

HEW 6 only Executive
Assistant Restricted to use for positions that report directly to and assists a member of the Senior Executive.

Program
Administrator Restricted to use within Information Technology Services

**HEW 6 –
HEW 5** Personal
Assistant

**HEW 6 –
HEW 4** Research
Assistant

HEW 5 only	Librarian	Restricted to use within Academic Services
	Graphic Designer	Restricted to use within Academic Services
	Security Shift Supervisor	Restricted to use within Resources
HEW 5 and below	Assistant	Generic descriptions may be applied in front of 'Assistant' and 'Officer' titles at HEW 5 and below.
	Officer	
	Receptionist	For example: Administrative Assistant, Technical Officer, Program Administrative Officer, Program Support Officer. Please seek further advice from Human Resources.

2. Organisational hierarchy

Organisational hierarchy has been defined as Portfolio/College, School / Group and Sub-Group. For example: Academic Portfolio, Academic Registrar (Group), Student Administration (Sub-Group). Levels of reporting from the Vice-Chancellor can be seen by the following examples:

Level	Example 1:	Example 2:	Example 3:
1.	Pro Vice-Chancellor and Vice President	Pro Vice-Chancellor and Vice-President	Chief Operating Officer and Vice-President Resources
2.	Director (Exec 1)	Head of School(Exec 1)	Executive Director (Exec 2)
3.	Senior Manager (HEW 10)	Deputy Head of School (HEW 10)	Deputy Director, (Exec 1)
4.	-	-	Senior Manager (HEW 10)

3. Restricted titles and the process for applying for an exemption

Where titles are restricted to use in specific Colleges / Portfolios, permission to use these was obtained from the Vice-Chancellor in writing. Titles that relate only to one person are not included in the above list. Seek advice from Human Resources about recruiting specialist roles.

Titles not covered in this instruction require approval from the Vice-Chancellor. Use of position titles outside the specified classification bands is restricted and must also have approval from the Vice-Chancellor, as delegated authority.

Applications for new titles, or use of an approved title outside of this instruction, should go to the Vice-Chancellor, via Executive Director Human Resources, in the form of a memo (or included in the business case) explaining the rationale for an exemption or new title. The case should be supported with a position description, organisational structure showing where the position sits in the Group, with reporting lines

4. Change of current position title

When a position title needs to be updated or changed outside of a recruitment, reclassification or restructure process, an authorisation form needs to be completed the delegated authority. The form is an attachment to this instruction.

5. Business card formats

5.1 Format for college / portfolio and school academic management positions

Where an academic staff member carries a management responsibility within a School the management title will be used for the period of the appointment to that management responsibility.

Business card format

Example

<Dr / Associate Professor / Professor title >

<Name>Associate Professor Alison Jones

<Qualification>, <University/ies>, <Fellowships if applicable>

BSc PhD (Name of University)

<Academic management title>, <Discipline>

Deputy Head of School, Biotechnology

School of

< School >School of Applied Science

Academic staff seconded to non-academic positions will carry the secondment position title for the period of appointment. Professors and Associate Professors seconded to non-academic positions may continue to use this designated title on business cards. The position classification, and related contract, should be a non-academic classification.

Business card format	Example
<Dr / Associate Professor / Professor title <Name>>	Associate Professor Alison Jones
<generic title>, <Descriptor>	Project Manager
<Group>	Academic Services
<Dr / Associate Professor / Professor title ><Name>	Dr Jane Smith
<generic title>, <Descriptor>	Project Officer
School of <School>	School of Applied Science

5.2 Format for academic staff positions

Specific field descriptors (e.g.: polymer science) are not applied to Associate Lecturer, Lecturer, and Senior Lecturer positions.

Professors and Associate Professors who currently have specific field descriptors will retain the descriptor; however the use of the descriptors will be phased out through the appointment and promotion process.

All academic staff will have reference on business cards to the discipline within the School in which they are employed. Each School will have a list of the relevant discipline units within their Schools. This list will be published on the RMIT website.

Where an academic holds an externally awarded fellowship or named chair, this should be identified on their curriculum vitae and business card but this does not comprise part of their formal position title.

5.2.1 Associate Lecturer, Lecturer, Senior Lecturer positions

Business card format**Example**

<Dr title if applicable > <Name>

Dr Sally Adam

<Qualification>, <University/ies> < Fellowships if applicable>

BSc PhD (RMIT)

<Position Title>, <Discipline>

Lecturer, Biotechnology

School of < School >

School of Applied Science

5.2.2 Associate Professor and Professor positions**Business card format****Example**

<Associate Professor / Professor title> <Name>

Associate Professor Jenny James

<Qualification>, <University/ies>, <Fellowships if applicable>

BSc PhD (RMIT)

<Discipline>

Biotechnology

School of < School >

School of Applied Science

5.3 Format for professional staff position business cards

Normally, titles will appear as 'generic' title followed by the description. Where a staff member has a PhD then Dr is an appropriate title.

Business card format**Example**

<Name> Dr Joe Smith

<Generic Title>, <Descriptor> Manager, Resources

<Group> or <Sub-Group> as relevant Financial Services

Position title instruction

Supporting documents and information\

Related policies

- [Recruitment and induction policy.](#)
- [Remuneration policy.](#)

Related documents

- [Request for position title change form \(DOC 244 KB, 7p\)](#)

Position title instruction

Accountability

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Interpretation and advice

Human Resources

Implementation

Executive Director, Human Resources