

# Position Title Instruction

## What is it?

This instruction aims to provide a clear framework for position titles within RMIT University. Position titles 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

## Who is this for?

This instruction applies to Fixed-term and continuing staff members at RMIT University only.

Casual staff, contingent workers and honorary appointments are excluded from scope.

## 1. Standard Position Titles at RMIT

Standard titles are grouped as follows:

<b>Senior Executive positions</b>		
<b>Title</b>	<b>Description (if applicable)</b>	<b>HEW level</b>
Chief Operating Officer	Responsible for University operations and the delivery of corporate services that aim to continuously improve student and staff experiences	Senior Executive
Deputy Vice-Chancellor Research and Innovation and Vice-President	Responsible for providing vision and leadership for the Research and Innovation portfolio	Senior Executive
Deputy Vice-Chancellor International and Engagement and Vice-President	Responsible for providing vision and leadership for the International and Engagement portfolio	Senior Executive
Deputy Vice-Chancellor Design and Social Context and Vice-President	Responsible for providing vision and leadership for the College of Design and Social Context	Senior Executive
Deputy Vice-Chancellor Science, Technology, Engineering and Mathematics and Vice-President	Responsible for providing vision and leadership for the College of Science, Technology, Engineering and Mathematics	Senior Executive
Deputy Vice-Chancellor College of Business and Law and Vice-President	Responsible for providing vision and leadership for the College of Business and Law	Senior Executive
Deputy Vice-Chancellor Education and Vice President	Responsible for providing vision and leadership for the Education portfolio	Senior Executive
Deputy Vice-Chancellor Vocational Education and Vice-President	Responsible for providing vision and leadership for the College of Vocational Education	Senior Executive
<b>College senior strategic positions</b>		
General Manager - College Operations	Position responsible for direction, management and leadership within a College reporting directly to a DVC	Executive 1

<b>Academic management positions</b>		
Dean	The Dean provides leadership for their School in learning and teaching and involvement with relevant industry and professional groups	Executive 1 – Executive 2
Associate Deputy Vice-Chancellor	Responsible for the provision of academic and strategic leadership in the areas of Research and Innovation, Learning and Teaching, International, Engagement	Executive 1 - Executive 2
Associate Dean or Head of Department	Has responsibility for a discipline and sets the strategic directions	Academic C - Academic E
Deputy Dean Learning and Teaching	Has responsibility for Learning and Teaching within a College and set the strategic directions	Academic D – Academic E
Deputy Dean Research and Innovation	Has responsibility for Research and Innovation within a College and set the strategic directions	Academic D - Academic E
<b>Academic positions: Teaching and Research</b>		
Associate Lecturer	Will work with the support and guidance from more senior Academic Employees and is expected to develop their expertise in teaching and research with an increasing degree of autonomy	Academic A
Lecturer	Will undertake independent teaching and research in their discipline or related area	Academic B
Senior Lecturer	Will normally make a significant contribution to research and/or scholarship and/or teaching and administration activities of an organisational unit or an interdisciplinary area at undergraduate, honours and postgraduate level	Academic C
Associate Professor	Will make an outstanding contribution to the governance and collegial life inside and outside of the institution and will have attained recognition at a national or international level in their discipline	Academic D
Professor	Will provide leadership and foster excellence in research, teaching and policy development in the academic discipline within the institution and within the community, professional, commercial or industrial sectors	Academic E
<b>Academic positions: Research only</b>		
Research Assistant	Will typically conduct research/scholarly activities under limited supervision either independently or as a member of a team and will normally hold a relevant higher degree	Academic A
Research Fellow	Will carry out independent and/or team research. A Level B research academic may supervise postgraduate research students or projects and be involved in research training	Academic B
Senior Research Fellow	Will make independent and original contributions to research, which has a significant impact on their field of expertise	Academic C
Principal Research Fellow	Will make major original and innovative contributions to their field of study or research, which are recognised as outstanding nationally or internationally	Academic D
Professor	Will typically have achieved international recognition through original, innovative and distinguished contributions to their field of research, which is demonstrated by sustained and distinguished performance	Academic E

<b>Vocational Education positions</b>		
Teacher	Planning and conducting teaching, conducting and evaluating assessment and pastoral care	Teacher Level 1 - 5
VE Program Coordinator	May supervise an organisational unit and/or may perform high level specialist educational functions	Senior Educator 1
VE Program Manager	Manage the educational and/or business activities and/or services of a large and complex organisational unit or units	Senior Educator 2
<b>Professional staff positions:</b> Professional titles can be followed by a specialised descriptor e.g.: "Senior Coordinator, Marketing"		
Executive Director/Chief (Description) Officer	Senior people leaders providing leadership and strategic direction throughout their respective functions	Executive 2
Director	Senior people leaders providing leadership and strategic direction throughout their respective functions	Executive 1
Assistant/ Associate/ Deputy 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 Position must report directly to Executive Director or Director	HEW10
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  For example: Senior Finance Manager	HEW10
Principal Advisor	Position is a recognised senior reference point in relation to policy, precedent, best practice or standards	HEW10
Manager	People leaders with demonstrated leadership capabilities, providing day-to-day leadership expertise within a defined field. Typically has direct reports.	HEW8 - HEW9
Senior: Senior Analyst Senior Advisor	Generic senior descriptions may be applied in front of 'Senior Advisor', 'Senior Officer' and 'Senior Coordinator' titles at HEW8 – HEW9  For example: Senior Financial Accountant, Senior Counsellor, Senior Developer, Senior Business Analyst, Senior Advisor Integrity	HEW8 - HEW9
Team Leader	Emerging leaders with responsibilities within line of work, as well as a focus on guiding and developing others	HEW7 – HEW8
Advisor Analyst	Generic descriptions may be applied in front of 'Analyst' and 'Advisor' titles at HEW6 – HEW7  For example: Business Analyst, Data Analyst, Functional Analyst, Systems Analyst, Contracts Advisor, Project Advisor, Communications Advisor, Operations Advisor	HEW6 - HEW7
Senior:	Generic descriptions may be applied in front of 'Senior Coordinator' and 'Senior Officer' titles at HEW6 – HEW7	HEW6 - HEW7

**RMIT Classification: Trusted**

Coordinator Officer	For example: Senior Coordinator Marketing, WIL Senior Officer	
Executive Officer	Position reports directly to and supports a member of the Senior Executive	HEW6 - HEW7
Executive Assistant	Position reports directly to and supports a member of the Senior Executive	HEW6
Personal Assistant	Position supports a member of the Executive	HEW5 – HEW6
Research Assistant	Assists in specialised research	HEW5 – HEW6
Coordinator Officer	Generic descriptions may be applied in front of 'Coordinator' and 'Officer' titles at HEW5:  For example: Technical Officer, Marketing Coordinator, Program Administrative Officer	HEW5
Assistant, Receptionist	Generic descriptions may be applied in front of 'Assistant' and 'Officer' titles at HEW 5 and below  For example: Administrative Assistant, Admissions Assistant, Venue Assistant	HEW5 and below

## 2. Change of current position title

Where a position title needs to be updated or changed outside of the recruitment, reclassification or restructure process, a [Change Position Title](#) form needs to be completed. Prior to completing this form, the Manager will have discussed these changes with the employee and provided an updated position description for their records.

Where titles are restricted to use in specific Colleges/Portfolios, permission to use the title is to be obtained from the People team. Please raise a People Connect ticket for further guidance and approvals.

### More information

- Further support or guidance can be provided to Managers for position titles via [People Connect](#).

### Document history

Version	Effective date	Authority	Author
1.0	20 November 2008	Employee Lifecycle Policy	Executive Director, Human Resources
2.0	26 April 2024	Employee Lifecycle Policy	Performance and Reward team