Position Description – Executive Coordinator, Office of the Provost

Position Details

Position Title: Executive Coordinator, Office of the Provost

College/Portfolio: Provost Office

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 7

Time Fraction: 1.0

Employment Type: Continuing

Reporting Line: Provost

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

https://www.rmit.edu.au/about
https://www.universitiesaustralia.edu.au/university/rmit-university/
https://www.rmit.edu.au/about/facts-figures

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

https://www.rmit.edu.au/about/our-locations-and-facilities

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion **Imagination** **Integrity** **Courage** **Passion** **Impact**

Learn more about our values: https://www.rmit.edu.au/about/our-strategy/values

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be–Know–Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.
Know – We are self-aware, and understand our stakeholders, our sector and priorities.
Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

Position Summary

The Executive Coordinator provides a range of executive secretarial, administrative and office management services to the Provost, the Office of the Provost and other senior managers and colleagues.

The position undertakes key support functions to ensure the smooth and professional operation of the office including: drafting correspondence, organising the Provost's communications, scheduling meetings, event management and coordination, providing secretarial support for committees and working groups, managing and screening a high volume of telephone calls, diary management and liaison with university staff and external bodies.

The Executive Coordinator also provides support to projects, policy interpretation and advice and undertakes a variety of general administrative duties to meet the operational demands of the office. The Executive Assistant operates with excellence and expertise in process and judgement to provide sound and timely advice and support to staff and other stakeholders.

Key Accountabilities

Executive Strategic Coordination and Information Decision Support

- Prepare correspondence, presentations, meeting papers, briefings, and routine reports for the Provost.
- Monitor incoming matters, identify urgent items, and refer issues for advice or decision as required.
- Coordinate agreed activities and maintain schedules, records, and progress updates.
- Compile and present information from relevant sources to support the work of the Provost's Office.

Governance and Committee Support

- Provide secretariat support for committees, executive meetings, working groups, and forums.
- Coordinate agendas, papers, minutes, action registers, and meeting arrangements in line with University requirements.
- Follow up action items and provide reminders and status updates.
- Maintain committee records and support improvements to office procedures.

Stakeholder Engagement and Relationship Management

- Maintain effective working relationships with staff across the University and with external contacts.
- Act as a contact point for the Provost's Office and direct enquiries to the appropriate area.
- Coordinate meetings, correspondence, and engagements for the Provost.
- Work collaboratively with executive support colleagues and share relevant information and practices.

Office Operations

- Maintain office systems, records, and information management processes.
- Support office financial administration, including budget records, invoices, procurement, and corporate credit card acquittals.
- Arrange domestic and international travel and related logistics for the Provost.
- Coordinate administrative support for presentations, visits, public events, and external engagements.
- Organise meetings, workshops, and functions, including venues, catering, technology, and participant coordination.

Other Responsibilities

- Undertake other duties consistent with the level and nature of the role.
- Contribute positively to the culture and effectiveness of the Office of the Provost and the wider University.

Key Selection Criteria

Essential:

- Experience providing executive and administrative support to a senior executive in a large, complex organisation.
- Sound judgement, diplomacy, tact, and discretion when handling confidential matters.
- Experience preparing correspondence, meeting papers, reports, and presentations.
- Strong organisational skills and the ability to manage competing priorities and changing demands.
- Experience supporting committees, executive meetings, governance processes, and action tracking.
- Strong written and verbal communication skills and the ability to work effectively with a range of stakeholders.
- Initiative and problem-solving skills, including the ability to resolve routine issues and escalate more complex matters appropriately.
- Proficiency in Microsoft 365, document management systems, and collaboration tools.
- Experience in office financial administration, including invoice processing, procurement, or budget records.

Desirable:

- Experience supporting a senior executive in a university or similarly complex organisation.
- Knowledge of the higher education sector.

Success in the Role

The successful candidate will provide reliable and responsive support being a trusted partner to the Provost by:

- organising work accurately and on time
- using sound judgement and escalating issues appropriately
- maintaining effective working relationships
- following through on agreed actions
- contributing to a professional and collaborative office culture.

Qualifications

A tertiary qualification is preferred but not a mandatory requirement.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.