



Position Description – Executive Assistant

Position Details

Position Title: Executive Assistant

College/Portfolio: Vocational Education **School/Group:** Office of VE

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

Classification: HEW 6 **Time Fraction:** 1.0

Employment Type: Fixed-Term

Fixed Term Reason: VE - Secondment Agreement

Reporting Line: Coordinator, Executive Services (Executive Advisory)

No. of Direct reports: N/A

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.

The College of Vocational Education

The purpose of RMIT's College of Vocational Education is to empower learners and our industry, community and government partners to succeed in the new world of work. Our five-year strategic roadmap, ALiVE@RMIT, purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence.

Led by our Deputy Vice Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

The College of VE is delivering impact through transformation that creates long-term change.

Position Summary

The Executive Assistant will be responsible for providing high quality, flexible administrative and secretarial support for multiple Senior Leaders across the College. Specific arrangements will be updated on a regular basis to reflect the evolving business needs and requirements of the College of VE.

The role will contribute to designated tasks that include diary management, inbox, correspondence and document management, local/national/international teleconference and local meeting coordination, committee servicing, secretariat and minute taking, event organisation, travel bookings as well as responding to email and phone enquiries.

Additionally, the role will provide project support and contribute to designated administrative and operational tasks that support the relevant functions. Key to success in the role is working effectively with multiple stakeholders, team members and partners at various levels of the organisation. The Executive Assistant will contribute to a professional, proactive and collaborative culture within the College.

The nature of the position requires regular contact with different portfolios within the University and is the first point of contact for people wishing to communicate with your designated Senior Leaders, and as such an excellent client focus is key to success of the role.

Key Accountabilities

- Provide a range of high-quality, flexible administrative services and executive support to your allocated Senior Leaders including diary management; credit card acquittals, reconciliation and reporting; purchasing approvals; internal and external meeting and function arrangements and event coordination.
- Work autonomously and proactively in order to support designated Senior Leaders in delivering high quality documentation and support for meetings, committees and workshops.
- Coordinate planning and resources related projects which may be college-wide and function specific initiatives, including preparation of project plans and their delivery.
- Manage the coordination of function/s office resources in conjunction with the facilities and health, safety & wellbeing teams, including workspaces, IT equipment and RMIT assets, ensuring that any relevant systems are maintained.
- Manage, monitor and action documentation and correspondence through the designated Senior Leader's office (emails and mail) and prepare correspondence on behalf of the Senior Leaders whilst maintaining confidentiality and discretion.
- Ensure all requests for advice, meetings and discussions with the Senior Leaders are administered efficiently and effectively.
- Resolve administrative and operational issues, as requested by the Senior Leaders, and coordinate and manage the daily operation of the relevant function.
- Receive, prioritise, research and respond to a wide range of enquiries, from all sections of the College and University and all levels of staff, and from a wide variety of outside contacts.
- Gather, collate and analyse data and information in order to provide written and/or verbal advice, recommendations and solutions to the Senior Leaders regarding specific decisions, projects, policies and operational procedures.
- Build and maintain strong, constructive relationships with key internal and external stakeholders.
- Proactively support the team and collaborate across the College to ensure efficient and effective delivery of services to both internal and external customers.
- Perform other duties as requested by the Manager.

Key Selection Criteria

- Demonstrated experience in a senior administrative/operations/project support role with the ability to work proactively and autonomously.
- Highly developed organisational and planning skills, with a high level of attention to detail and the ability to prioritise tasks.
- Excellent interpersonal and communication skills.
Demonstrated capacity to work independently, show initiative and exercise discretionary judgment.
- A knowledge and understanding of the tertiary education sector.

- Proven ability to liaise constructively and effectively with a wide range of stakeholders on complex, sensitive and confidential issues.
- Demonstrated ability to draft correspondence of a very high standard to internal and external stakeholders.
- Exceptional attention to detail in all matters.
- Demonstrated high level of computer literacy including word processing; presentation software (e.g. PowerPoint); email, internet and electronic document management databases and ability to manage electronic and paper-based filing systems including TRIM.

Qualifications

Relevant qualification with experience; or extensive experience in administrative fields; or an equivalent combination of relevant experience and/or education.

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.