



Position Description – Administration Officer, School Operations

Position Details

Position Title: Administration Officer, School Operations

College/Portfolio: STEM College **School/Group:** School of Health and Biomedical Science

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

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

Employment Type: Continuing

Reporting Line: Senior Coordinator, Planning and Operations

No. of Direct reports: 0

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.

College/Portfolio/Group

School of Health and Biomedical Sciences

The School of Health and Biomedical Sciences comprises three Academic areas:

- Clinical Sciences
- Health Sciences
- Medical Sciences.

Primarily based at the RMIT Bundoora campus, we undertake teaching and research across the disciplines of: Human Biosciences, Laboratory Medicine, Medical Radiations, Nursing, Digital Health, Osteopathy, Chiropractic, Chinese Medicine, Pharmacy, Pharmaceutical Sciences, Physiotherapy and Psychology.

The School's research was ranked as well above world standard in clinical science, medical physiology, microbiology and pharmacology & pharmaceutical sciences, and complementary and alternative medicine, and above world standard in psychology, public health & health service and medical & health sciences. We have a strategic focus on chronic disease and integrative health care with globally distinctive research strengths in respiratory health, neuroinflammation, translational immunology and infection, cancer diagnostics and therapeutics, and cross-cutting themes of: Lifestyle Medicine, Digital Health, Indigenous Health, Ageing in Health & Disease, and Medical Devices, Diagnostics and Prognostics. Research and Learning and Teaching innovation within the School is supported by a world class simulated hospital, digital human anatomy facility, state-of-the-art equipment and fully equipped laboratories and medical radiations facilities as well as a significant number of national and international partners.

Details of the School can be found at:

<https://www.rmit.edu.au/about/our-education/academic-schools/health-and-biomedical-sciences>

Position Summary

The Administrative Officer plays a key role in delivering high-level administrative support and services within the School of Health and Biomedical Science. This position collaborates closely with both professional and academic colleagues to coordinate, plan, execute, and review administrative processes that support the School's daily operations.

Given the broad scope and diverse array of tasks, this role demands strong initiative and self-management. The incumbent is expected to be flexible, contributing to team tasks and also managing specific duties independently.

Key Accountabilities

- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
- Support the business activities of the School by working closely with College and University central service areas, as required, to facilitate and deliver timely and effective execution of key processes and tasks.
- Work collaboratively with the College shared services teams to ensure the School meets all deadlines and works to the University, College and local policies and procedures.
- Coordinate and oversee the use of systems associated with administrative processes, providing reports and analyses as required.
- Assist with the review of procedures and processes and assist with implementing agreed changes.
- Assist with School based staff and student events, including the creation of communications, invitations, room bookings and physical set up and pack down of events
- Other duties as required within the scope of this classification, occasionally supporting activities held outside of normal working hours and within the RMIT Health Clinic.
- Assist other streams across the School professional portfolio as required within the scope of this classification.

Key Selection Criteria

- 1 Excellent communication, relationship building and negotiation skills with the ability to work collegiately with academic and professional staff, students, and external clients from diverse cultural backgrounds.
- 2 Experience in providing excellent customer service.
- 3 Demonstrated ability to interpret and apply complex rules and handle confidential issues with sensitivity.
- 4 Demonstrated ability to work independently and meet deadlines in a high-volume environment with excellent attention to detail and commitment to quality assurance.
- 5 High level of proficiency in computer software packages with effectiveness, accuracy and attention to detail and the ability to learn new technical skills.

Qualifications

Relevant experience. A valid Working with Children Check and police check are mandatory.

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.