Position Description – Executive Coordinator, Office of the Deputy Vice Chancellor and Vice President, Business and Law

Position Details

Position Title: Executive Coordinator, Office of the Deputy Vice Chancellor and Vice President, Business and Law

College/Portfolio: Business and Law

School/Group: College Operations

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: Principal Advisor, College Operations

No. of formal direct reports: No formal direct reports but provides dotted-line leadership to College Office Executive Support Officers (ESOs).

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

As one of the largest Business Schools in the Asia Pacific region, the College of Business and Law is comprised of five schools – four in Melbourne and one in Vietnam - delivering a broad range of programs in Business, ranging from Certificates up to PHD levels. Many programs articulate between Vocational Education and Higher Education, creating pathways for further study. RMIT Business programs are delivered in Melbourne, Vietnam, Singapore, Shanghai and Jakarta, as well as through Open Universities Australia (OUA) and RMIT Online. The College has an annual budget of approximately $280 million, employs over 1000 staff and delivers programs to approximately 30,000 students (20,000 EFTSL).

In line with RMIT's vision to be recognised as a global university of technology, design and enterprise, the College mission is to deliver in a global context innovative, industry-engaged education and applied research connected to business. The College assists in achieving the ambitions of RMIT's new five-year strategic plan Ready for Life and Work by making active contributions towards life-changing experiences for students, creating passion with purpose for its staff and shaping the world with impactful research and

global reach.

In particular, the College has defined a number of initiatives which are summarised in three priority areas: enterprising, student experience and international mobility.

The College is located on RMIT University's City Campus and resides in the state of the art Swanston Academic and Emily McPherson buildings.

Click here for further details about the College.

Position Summary

The Executive Coordinator, Office of the Deputy Vice-Chancellor (Business & Law), provides executive secretarial, Office Management and Administrative services to enable the effective leadership of the Deputy Vice-Chancellor (DVC). The role is responsible for coordinating executive priorities, governance and committee processes, stakeholder engagement, communications, events, and administrative services to ensure the efficient operation of the Office of the DVC.

Working collaboratively with members of the General Manager's Office (GMO), the Executive Coordinator operates with professionalism, discretion, and initiative. The role manages information flow, supports informed decision-making through reporting and analysis, leads continuous improvement initiatives and fosters effective relationships with internal and external stakeholders to enhance service delivery and achieve College objectives.

Key Accountabilities

- Deliver high-level, confidential executive support to the Deputy Vice-Chancellor (Business & Law), ensuring the effective prioritisation of competing demands, responsive management of correspondence, and the optimisation of executive time through strategic diary and workflow management.

- Coordinate and manage executive meetings, guests, functions and events, ensuring all logistical, travel, accommodation and operational requirements are delivered accurately, within agreed timeframes and budget parameters. Maintain efficient, customer-focused office operations throughout, providing timely communication, appropriate support and a high standard of stakeholder satisfaction.

- Manage the flow of information into and out of the Office of the Deputy Vice-Chancellor (ODVC), ensuring critical issues are identified, prioritised and actioned promptly, resulting in timely and effective decision-making and stakeholder responsiveness.

- Monitor, coordinate and quality-assure the submission of papers, reports and briefing materials for executive and governance meetings, ensuring compliance with established timelines, completeness of documentation and effective follow-up of outstanding actions.

- Provide secretariat services to executive committees and meetings, producing accurate agendas, minutes and action registers, and maintaining oversight of action completion to support accountability and operational effectiveness.

- Lead and coordinate the College Executive Support Officer (ESO) network to ensure consistent administrative and service standard practices, effective workload sharing, continuity of support during staff absences, and successful delivery of college-wide initiatives and events.

- Deliver operational reporting, data analysis and business advice to the DVC and General Manager, College Operations, including the preparation of reports, briefing notes, position papers, committee papers and meeting packs to support informed decision-making, alignment with College strategy and the enhancement of College operations.

- Coordinate responses to internal and external requests for information, ensuring high-quality, accurate and timely delivery of advice, reports and data on behalf of the DVC.

- Maintain efficient and customer-focused office operations, including travel management, invoice processing, corporate card acquittals and administrative systems, ensuring compliance with university policies, financial controls and service standards.

- Support the planning and delivery of external engagements, presentations, stakeholder meetings and public events, ensuring professional representation of the DVC and successful stakeholder outcomes.

- Establish and maintain productive stakeholder relationships through timely, accessible, clear and respectful communication, working collaboratively to understand needs, coordinate support and contribute to strategic objectives.

- Lead the continuous improvement of ODVC and GMO business processes, systems and documentation, identifying efficiencies, implementing enhancements and promoting best practice to improve service delivery, governance and operational performance.

- Support the Principal Advisor, Students and Operations to manage and coordinate projects across the portfolio, ensuring effective planning, delivery, stakeholder engagement and risk management.

Key Selection Criteria

1. Demonstrated experience providing high-level executive and office management support to senior leaders within a complex organisation, including the management of competing priorities, sensitive information, and the coordination of executive activities and operations.

2. Highly developed communication and stakeholder engagement skills, with the ability to build productive relationships, manage diverse stakeholder expectations, and deliver professional, customer-focused services to internal and external audiences.

3. Demonstrated experience coordinating governance and administrative processes, including executive meetings, committees, agendas, minutes, action tracking, correspondence, events and associated business operations.

4. Highly motivated and proactive, with demonstrated ability to work autonomously, exercise sound judgement and initiative, and analyse, prioritise and manage competing demands to deliver high-quality outcomes within tight timeframes.

5. Demonstrated leadership, collaboration and project coordination skills, including coordinating staff, sharing knowledge, contributing to a high-performing team and delivering projects within agreed standards, timeframes and budgets.

6. Demonstrated ability to collect, analyse and present operational data, reports and business information to support informed decision-making and the effective management of people, financial and physical resources.

7. Experience identifying and implementing business process improvements, with the ability to enhance operational effectiveness, service delivery and administrative efficiency within a dynamic environment.

8. Advanced digital literacy and proficiency in business systems and technologies, including Microsoft 365 applications, SharePoint, electronic document and records management systems, and reporting and collaboration tools.

Qualifications

Mandatory: A relevant tertiary qualification and/or substantial relevant experience.

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.