



## Position Description – Accreditation Support Officer

### Position Details

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<b>Position Title:</b>	Accreditation Support Officer		
<b>College/Portfolio:</b>	STEM College	<b>School/Group:</b>	School of Health and Biomedical Science
<b>Campus Location:</b>	Primarily based at the Bundoora campus, and the potential to work across other RMIT campuses as required.		
<b>Classification:</b>	HEW 6	<b>Time Fraction:</b>	0.5 FTE
<b>Employment Type:</b>	Fixed Term (12 months)		
<b>Reporting Line:</b>	Accreditation Manager, School of Health and Biomedical Sciences		
<b>No. of Direct reports:</b>	Nil		

### RMIT University

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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?

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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

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The Accreditation Support Officer provides operational and administrative support for professional accreditation and quality assurance activities, ensuring compliance with professional accreditation and University governance requirements through collaborative and timely delivery of processes.

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

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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.

## School of Health and Biomedical Sciences

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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

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The Accreditation Support Officer is a key member of the School's professional staff team and provides high-level operational and administrative support to professional accreditation and quality assurance activities within the School of Health and Biomedical Sciences.

Working under the general direction of the SHBS Accreditation Manager, the position supports professional accreditation processes through the coordination of documentation, schedules, reporting, and stakeholder engagement. The role contributes to maintaining compliance with external accreditation requirements and University governance frameworks, supporting risk mitigation and continuous improvement across the School's academic programs.

The incumbent works collaboratively with academic leaders, professional staff, College Operations teams, and central University areas to ensure accreditation activities are delivered accurately, efficiently, and within required timeframes.

## Key Accountabilities

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- Coordinate the collation, organisation, and analysis of documentation required for accreditation, re-accreditation, and ongoing monitoring activities.
- Support the preparation and compilation of accreditation submissions, evidence matrices, and Annual Monitoring Reports.
- Maintain accurate, auditable accreditation records in accordance with University governance, regulatory, and professional body requirements.
- Liaise with academic and professional staff across the School, College, and central University portfolios to obtain accreditation evidence and responses.
- Coordinate responses for low-risk accreditation activities in collaboration with a range of senior stakeholders including Heads of Departments, Assistant Associate Deans and Program Managers, for review by the Accreditation Manager.
- Track actions and follow-ups to ensure timely, complete, and high-quality submissions.
- Maintain accreditation schedules, milestones, and reporting timelines across multiple programs.
- Monitor progress against deadlines and proactively identify and escalate risks, gaps, or delays to the Accreditation Manager.
- Support internal accreditation governance and reporting processes as required.
- Provide administrative and secretariat support for accreditation-related meetings, including agenda preparation, minutes, and action tracking.
- Coordinate accreditation site visits, including agenda development, calendar invitations, room bookings, catering, and preparation of documentation packs.

## Key Selection Criteria

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1. Demonstrated experience providing high-level administrative and operational support within a complex organisation, preferably in higher education or a regulated environment.
2. Proven ability to manage multiple priorities, competing deadlines, and complex documentation with minimal supervision.
3. Well-developed interpersonal skills with the ability to work collaboratively with academic staff, professional staff, and senior stakeholders.
4. Strong communication skills, including the ability to coordinate responses, follow up actions, and prepare professional documentation.
5. High-level computer literacy, including demonstrated proficiency in Microsoft Office and document management systems such as SharePoint.
6. Demonstrated ability to work independently within established policies and procedures, exercising sound judgement and initiative.

Desirable

7. Familiarity with professional accreditation frameworks, TEQSA requirements, or higher education quality assurance processes.

### **Qualifications**

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A relevant postgraduate qualification or progress towards postgraduate qualification and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant education/training and expertise.

### **Working with Children Check**

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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.