RMIT UNIVERSITY

Position Description – Administration Officer (Projects)

Position Details

Position Title: Administration Officer (Projects)

College/Portfolio: College of Business and Law

School/Group: Students and Operations

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

Classification: HEW 6

Time Fraction: 1.0 FTE

Employment Type: Fixed Term

Fixed Term Reason: Replacement Employee

Reporting Line: Strategic Projects Transformation Manager

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.

College of Business and Law

RMIT's College of Business and Law takes an industry and student-centred approach to its courses and programs, ensuring graduates are work ready and able to tackle business challenges, balance stakeholder needs, act as socially responsible global citizens and create fair and positive futures for all.

The College delivers impactful research informed by industry, which supports its strong position as a College at the intersection of business and technology with social impact. Its important work is underpinned by the principles of quality, collaboration, big ideas and putting people first.

As one of the largest Business Schools in the Asia Pacific region, the College is comprised of five schools – four in Melbourne and one in Vietnam – and delivers a broad range of programs in Business and Law, ranging from Degree to PhD levels.

The College's Business and Law programs are delivered in Melbourne as well as through RMIT Online, with its Business programs also available in Vietnam and through partner institutions in Singapore and Shanghai. The College employs over 1000 staff and delivers programs to over 26,000 students.

The College's central operations are located at RMIT University's City Campus in Melbourne and reside in the Swanston Academic and Emily McPherson buildings.

Position Summary

The Administration Officer (Projects) provides administrative support to college projects and initiatives. Duties include supporting project administration; knowledge management of project documentation and the team SharePoint site; and committee and governance secretariat support. The position also provides administrative support to the Transformation Office (TO) team and Office of the General Manager (GMO) Senior Leadership team and assists with wider College activities as required. This role supports projects managed by all staff in the TO.

Key Accountabilities

- Support projects including creation and maintenance of document repositories, preparation of presentation packs and finance / procurement support for projects.
- Support project control groups, working groups and committees including preparation of briefings packs, papers, agendas, minutes and set-up. Provide committee support for other nominated College committees where required.
- Provide event management support for project planning events, launches and celebrations of success.
- Provide administrative support to the TO and GMO leadership team including bench marking activities.
- Drive TO communications, acting as the first point of contact for incoming queries, leading on updates for the TO SharePoint Hub, and outgoing updates including dissemination of regular portfolio reporting.
- Support TO leadership team on strategic stakeholder engagement e.g. prepare presentation packs.
- Design and maintain process maps and associated documentation using nominated University systems for the TO and GMO.
- Monitor and contribute to key College projects through data gathering, data analysis, provision of reporting, risk management and other project administration.
- Undertake project management for discrete pieces of work and coordinate the input and output of subject matter experts or coordinate a small team on an as-needed basis.
- Provide analysis and update reports for the TO and GMO leadership team against project briefs, highlighting issues for resolution.
- Develop project closure infographics, summarising key project achievements and collate annually or periodically for publishing.
- Support the TO with the embedding and ongoing coordination of portfolio management operational tasks including coordination of TO planning / practice management meetings.
- Update intranet and SharePoint components within the parameters of the College knowledge management framework, undertake systematic reviews and report on areas of improvement, liaise with appropriate stakeholders to complete updates.

Key Selection Criteria

Essential:
1. Demonstrated experience in providing high level administrative and project support services, working both independently and in a team environment.
2. Demonstrated ability to manage workflows and competing priorities.
3. Demonstrated experience in proactively taking initiative to undertake tasks to a high quality including making suggestions for improvement in processes or ways of working.
4. Demonstrated ability to manage and resolve issues in a timely and effective manner to deliver positive outcomes.
5. Strong communication skills with the ability to produce high quality communications.
6. Proven ability to develop and maintain strong working relationships and participate as a team member in accordance with RMIT's values.
7. Analytical and problem-solving skills including the ability to think critically and provide suggestions for resolutions and pre-empt risks and issues.
8. Demonstrated high level of digital literacy – demonstrated ability to use various presentation tools, software applications and ability to pick up new skills. Experience using MS Excel and creating and updating SharePoint sites is essential. Experience using MS Project, or other project tracking tools desirable.
9. High level of professionalism, discretion, and diplomacy to effectively deal with confidential, sensitive, and difficult issues.
10. Demonstrated commitment to quality and continuous improvement, and proven ability to interpret and apply policies, procedures, and systems consistently, provide advice and to drive creative solutions through to implementation.

Qualifications

A relevant tertiary qualification and/or an equivalent combination of 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.