



Position Description – Centre Administrator

Position Details

Position Title: Centre Administrator

College/Portfolio: Design and Social Context **School/Group:** Design

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses or End Food Waste CRC(EFW CRC) sites as required.

Classification: HEW5 **Time Fraction:** 0.6FTE

Employment Type: Fixed Term

Fixed Term Reason: Specific Task or Project

Reporting Line: National Reduce Program Leader, EFW CRC

No. of Direct reports: NA

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 Design and Social Context

The College of Design and Social Context encompasses RMIT University's renowned art, architecture, design, built environment, communication, and social science disciplines. The College has 24,500 students and over 1,000 staff located in 9 schools.

The College's academic programs are generally market leaders and in high demand. Based on a strong foundation of practice-led, industry partnered teaching and research, we aim to deliver skilled graduates with a deep sense of purpose, and high impact research and innovation.

For more information see www.rmit.edu.au/dsc

School of Design

The School of Design is a School comprised of the disciplines of Industrial Design, Digital Design (including Animation, Digital Media and Games) and Communication Design.

The School builds on RMIT's leading national and international reputation in design education by creating a specific focus on emerging areas such as UX and service design, design strategy and virtual and augmented reality.

It comprises approximately 100 academic and 11 professional staff and over 3000 EFT undergraduate and postgraduate students with expectations of growth.

For more information visit www.rmit.edu.au/about/schools-colleges/design.

End Food Waste Cooperative Research Centre

Food Waste is a global issue with losses valued at \$1.6 trillion p.a. The End Food Waste Cooperative Research Centre (EFW CRC) is instrumental in addressing Australia's \$20 billion food waste situation. The \$121 million, 10-year organisation is funded through the Commonwealth Government's Cooperative Research Centre Program, industry partners, state governments and tertiary institutions.

The EFW CRC conducts dynamic and innovative research to reduce food waste and improve profitability and sustainability of the Australian food industry. It works with many participants and stakeholders to deliver outcomes which solve industry-identified problems. These outcomes are focused around reducing food losses and waste, donating more food to charity and discovering new sources of revenue for food producers, manufacturers and retailers from food waste.

Position Summary

The Centre Administrator is responsible for supporting the day-to-day activities of the EFW CRC's Food and Beverage Small Medium Enterprise Packaging and Machinery Solution Centre's (the 'Centre') administrative functions. It is funded for a period of 2 years from May 1st, 2026 (with a 'go-no go' decision to be made before the end of 2026 based on initial key performance indicators, KPIs).

The incumbent will work under the direction of the Centre leadership (including the EFW CRC's National Reduce Program Leader, and Chief Investigators), and Centre governance structures, to provide a high level of service across processes and tasks that support the effective operation of the Centre. Responsibilities include but are not limited to business development administration, participant query management, administration of EOIs, proposals and contracts, support for report preparation and quarterly reporting, and administration of partnerships between project participants and researchers. The incumbent will draw on their background and networks in packaging and/or processing and/or machinery industries to support the Centre in achieving its KPIs and milestones.

Key Accountabilities

- Provide a broad range of general administrative and coordination functions to support the effective operation of the Centre and its governance structures, processes and activities.
- Provide administration support to the Centre leadership (including EFW CRC's National Reduce Program Leader, and Chief Investigators and Centre Chief Investigators) for activities such as administration of business development, marketing material development, project expressions of interest (EOIs), review panels/processes, proposals, contracts, events, reports, and Centre documentation.
- Manage day-to-day participant and stakeholder queries, ensuring timely, accurate and customer-focused responses, and escalate complex matters where required.
- Coordinate the administration of partnerships between project participants, researchers and packaging, processing and machinery firms, including maintaining records, tracking agreements, and supporting engagement activities.
- Support the preparation of Centre reports and documentation, including contributing to quarterly reporting obligations and assisting with the collation and formatting of information from multiple stakeholders.
- Maintain effective working relationships with key internal and external stakeholders (including industry partners and national bodies) to support the development and delivery of Centre activities and projects.
- Develop and apply knowledge of relevant RMIT, EFW CRC, and Centre policies, procedures and contractual requirements to organise and prioritise work, using judgement to solve problems arising in own work area.
- Contribute to continuous improvement of Centre administrative processes by identifying opportunities, raising issues and proposing practical solutions to Centre leadership.
- Be accountable for own actions and workload to positively influence the team culture and consistently demonstrate the EFW CRC and RMIT's values, and undertake other duties as required by Centre leadership within the scope of the classification.

Key Selection Criteria

1. Demonstrated experience in the provision of high-quality administrative support and customer service in a complex organisational or project-based environment.
2. Demonstrated ability to interpret and apply organisational policies, procedures and contractual requirements, and to provide accurate advice in a customer-focused context.
3. Demonstrated high level of computer literacy, including experience with standard office software and administrative systems, and the ability to learn new systems and tools as required.
4. Sound administrative and organisational skills, with the ability to work effectively, flexibly and efficiently as a member of a small team, contributing to the achievement of Centre goals and milestones.
5. Demonstrated strong written and verbal communication skills, including the ability to prepare, format and edit documents and to communicate effectively with industry partners and stakeholders from a range of backgrounds.
6. Well-developed interpersonal and problem-solving skills, with the ability to take initiative in identifying and proposing opportunities to improve administrative practices, processes and services.
7. Proven ability to manage competing priorities, coordinate multiple tasks (such as EOIs, proposals, contracts and reporting) and meet deadlines in a busy, customer-facing environment.
8. Demonstrated capacity to build and maintain effective and productive working relationships with a wide range of internal and external stakeholders, including industry partners in packaging, processing and/or machinery sectors.

Qualifications

- A tertiary qualification and/or equivalent combination of knowledge, experience and education/training
- A background and networks in packaging and /or processing and/or machinery industries is desirable.

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.