



Position Description – Coordinator, Doctoral Affairs and Candidate Support (Europe)

Position Details

Position Title:	Coordinator, Doctoral Affairs and Candidate Support (Europe)
College/Portfolio:	International & Engagement
School/Group:	RMIT Europe
Campus Location:	Based at RMIT Europe in Barcelona (Spain)
Classification:	HEW 7
Time Fraction:	Full time (37 hours per week)
Employment Type:	Continuing
Reporting Line:	Senior Manager, AUFRANDE & MSCA COFUND Programmes. Dotted line to Director, School of Graduate Research (SGR)

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.

RMIT Europe

RMIT Europe is the University's European Innovation Hub located in Barcelona, Spain, serving as the gateway for European research, industry, government and enterprise to innovation and talent in Australia and Asia.

Led by RMIT Europe's Executive Director on behalf of the RMIT Europe Board, our objectives include:

- Make an impact in the region through research and innovation and lifelong learning.
- Increase capacity and capability for RMIT in Europe, with a focus on high impact European partnerships leveraging funding from the European Commission and other national and international sources.
- Develop collaborative opportunities for education with European partners.
- Facilitate international experiences for RMIT staff and students with European partners and grow opportunities for global work integrated learning for RMIT students.
- Leverage and grow industry partnerships to support the quality and relevance of our education and to ensure the impact of our research.
- Strengthen RMIT's reputation and profile in Europe and globally.

For more information, visit: <https://www.rmit.eu/> and click [here](#) for a list of current research projects.

Position Summary

The Research Projects Office at RMIT Europe is seeking a highly motivated Doctoral Affairs and Candidate Support Coordinator to support the growing number of Doctoral Candidates (DC) enrolled at RMIT University through EU-funded initiatives. RMIT Europe currently manages 5 European Union

funded projects which provide financial support to a cohort of more than 130 DCs. These DCs are typically enrolled in dual PhD programs between Australia and Europe under a cotutelle agreement and employed by European partners. This role aims to enhance the academic and administrative support to the DCs, ensuring successful management and timely completion of their PhDs.

The role will have dotted line management to RMIT University's School of Graduate Research (SGR) to provide consistency and coordination with existing processes across the two enrolling entities and RMIT Europe. The postholder will also collaborate closely with the Project Managers of the EU-funded projects and other members of the RMIT Europe teams and their counterparts at RMIT University to ensure correct and coherent development of research and training activities.

Key Accountabilities

1. Lead the strategic oversight of monitoring the progress of Doctoral Candidates (DCs) enrolled at RMIT University through EU-funded initiatives, working closely with the School of Graduate Research (SGR).
2. Support the development, negotiation and management of agreements—such as cotutelle, industry and secondment agreements—in collaboration with SGR, Research and Innovation, and other key stakeholders.
3. Liaise with SGR subject matter experts to provide advice and guidance on applicants eligibility, admissions, and scholarship regulations, ensuring alignment with RMIT's policies and regulatory obligations.
4. Liaise with SGR subject matter experts to provide advice and guidance to DCs on candidature management matters including compulsory coursework, milestones, extensions and examinations.
5. In consultation with SGR, plan and deliver seminars, forums, roadshows, workshops and other events to support DCs and/or supervisors and promote DC programs through RMIT Europe.
6. Contribute to the development of communications with the graduate research community based in Europe, for example, through use of regular e-bulletins, social media, etc.
7. Coordinate RMIT's European PhD Community (RMIT Europe PhD Alumni) which gathers current and past DCs recruited through RMIT's European initiatives.
8. Act as a key liaison, connecting candidates and staff with relevant SGR specialist teams.
9. Ensure high-quality service and support for applicants, candidates, academic and professional staff, and senior management.
10. Actively contribute to the Research Projects Office team, promoting a culture of collaboration and continuous improvement through streamlined processes and enhanced support services.
11. Perform other duties as required, as directed by the line manager at RMIT Europe or by SGR at RMIT University.

Key Selection Criteria

Essential:

1. Between 1-2 years' experience in a position supporting students or DCs.
2. Experience within the University sector or similar complex organisation in a relevant role in a complex environment.
3. Strategic thinking, problem solving and analytical skills with an ability to understand issues at both a broad strategic level and at a detailed operational level.
4. Proven track record supporting successful delivery of change, quality improvement and project initiatives in a challenging and dynamic environment.
5. Relationship building and negotiation skills with the ability to work effectively across multiple levels and functions. Demonstrates flexibility and a people-centred approach.
6. Experience in interpreting and applying policies, procedures, and regulatory frameworks in a professional setting.
7. Experience in playing a key role in high-performing customer focussed teams to deliver to a range of clients.
8. Strong oral and written communication skills including the ability to work with a variety of different stakeholders and the ability to develop and present sound and compelling analytical reports to a variety of different audiences.

9. Proven ability to work independently, as part of a team, and in collaboration with internal and external stakeholders to support the strategic objectives of all Colleges and uphold the values of RMIT University.
10. Highly motivated, customer-focused, and proactive, with strong organisational and time management skills, and the ability to manage multiple tasks and priorities effectively under pressure.
11. High level of digital literacy, including proficiency in word processing, presentation software, email, internet use, and database systems, with a demonstrated ability to adapt to new technologies and IT environments.
12. Demonstrated alignment with RMIT's values and professional capability framework through consistent professional behaviour and conduct.
13. Strong commitment to a service-oriented culture, continuous improvement, and the delivery of high-quality outcomes.

Qualifications

Essential:

- MSc degree (Business, Legal, Science or International/European Affairs an advantage)
- Knowledge and understanding of the European tertiary education sector
- High level proficiency in English both written and spoken.
- High level proficiency of at least two other European languages
- Excellent organisational, communication and stakeholder engagement skills
- Eligible to legally work in Spain.

Desirable:

- Knowledge and understanding of the Australian tertiary education sector
- PhD degree