



Position Description – Executive Assistant People & Culture

Position Details

Position Title: Executive Assistant

College/Portfolio: People & Culture

School/Group: People & Culture

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: Executive Officer & Governance Coordinator

No. of Direct reports: Nil

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

The People and Culture Portfolio creates vibrant, inclusive and empowering workplaces where people thrive. We shape contemporary employment frameworks, policy and processes, and build strategic partnerships across RMIT to enable individual and Group success. We attract and retain talented people from diverse backgrounds, supporting them throughout the employee lifecycle while fostering wellbeing, leadership and fulfilling career pathways.

Position Summary

Reporting to the Executive Officer & Governance Coordinator and working closely with the People Leadership team (PLT) and Associate Director People & Culture to support the team to deliver the people & culture priorities for the University. This role will provide administrative support to the Executive Officer & Governance Coordinator and be responsible for the diary management of the PLT, fielding inquiries and managing requests from the People & Culture team members. The role involves international/domestic travel bookings, meeting room bookings including set up and pack down, event coordination particularly for the People & Culture Town Hall meetings, end of year event and yearly awards, purchase order creation and invoice processing and tracking, maintaining the People & Culture email distribution lists and meeting invites with new team members, minute taking and ad hoc administration duties as required. Providing leave cover to the Executive Officer and Governance Coordinator. Attention to detail is imperative together with discretion, time management and organisational skills. Working in a team environment the Executive Assistant will be approachable, responsive, adaptable and proactive in the delivery of an effective service in a diverse range of duties.

Key Accountabilities

- Provide high level confidential support services to the People Leadership team to maximise the productive use of their time including confidential and timely scheduling and management of appointments and meetings, preparing correspondence, agendas, papers and presentations
- Provide administration support to the People Leadership team including travel and accommodation bookings, invoice management and tracking, room bookings and AV requirements, ordering catering and monitoring spend against budget allowance. Minute taking when required.
- Support the Executive Officer and Governance Coordinator, in prioritizing and triaging of queries and critical matters that require P&C Leadership input.
- Assist the Executive Officer and Governance Coordinator to support the office of the Vice-President People & Culture in the day-to-day activities generated through the office.
- Oversee the organisation and coordination of People & Culture team meetings and events E.g. P&C townhalls. This would include booking appropriate and varied venues, organising furniture and catering, arranging audio-visual and IT requirements.
- Oversee the tracking of the P&C's events related financial transactions.
- Deputise for the Executive Officer and Governance Coordinator while they are on leave as required.
- Support effective and timely communication and consultation with relevant stakeholders, on behalf of P&C Portfolio.
- Build and maintain working relationships with the different University Executive Assistant groups and other key internal and external stakeholders.

Key Selection Criteria

- Demonstrated experience in the provision of executive and administrative services with the ability to act with discretion and tact.
- Demonstrated strong written and verbal communication skills with the ability to work flexibly and efficiently both autonomously and as a member of a team.
- Ability to identify and resolve issues using knowledge and critical thinking.
- Demonstrate the ability to manage multiple tasks and responsibilities simultaneously, while also adjusting focus and effort based on changing demands and priorities.
- Strong capability to confidently and effectively use technology, manage digital communication platforms and use power point and excel resources.

Qualifications

- A tertiary qualification is preferred but not a mandatory requirement.
- Working with Children check

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.