



## Position Description – Engagement Events and Projects Officer

### Position Details

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<b>Position Title:</b>	Engagement Events and Projects Officer		
<b>College/Portfolio:</b>	College of Business and Law		
<b>School/Group:</b>	Strategy, International and Engagement		
<b>Campus Location:</b>	Primarily based at City campus, and the potential to work across other RMIT campuses as required.		
<b>Classification:</b>	HEW 6	<b>Time Fraction:</b> 1.0 FTE	<b>Employment Type:</b> Continuing
<b>Reporting Line:</b>	Associate Director, Strategic Partnerships	<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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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.

## College/Portfolio/Group

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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.

For further details about the College, please visit: <https://www.rmit.edu.au/about/schools-colleges/college-of-business-and-law>

## Position Summary

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The Engagement Events and Projects Officer plays a key role in the planning, coordination and delivery of strategic engagement initiatives across the Engagement Team. This position is responsible for delivering high-quality events and project-based activities that strengthen industry, alumni, government and community partnerships aligned to the College's strategic priorities.

Working independently and collaboratively, the role manages end-to-end event logistics, supports engagement campaigns, coordinates cross-functional project activity, and ensures consistent stakeholder experience. The incumbent will exercise sound judgement, manage competing priorities, and contribute to continuous improvement of engagement processes and delivery models.

The role also supports reporting and performance tracking activities by maintaining accurate records, contributing to dashboards and preparing post-activity reports to inform continuous improvement and strategic decision-making.

The position requires strong stakeholder management capability, project coordination expertise, and the ability to operate effectively within a complex university environment.

## Key Accountabilities

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- Coordinate the end-to-end planning and delivery of engagement events and initiatives, managing logistics, timelines and operational requirements to ensure high-quality and seamless execution.
- Undertake desktop research and environmental scanning to inform engagement strategy, support briefing materials, identify partnership opportunities, and contribute to evidence-based planning.
- Develop and maintain project documentation, including project plans, event run sheets, risk registers, budgets and operational templates to enable consistent, efficient and compliant delivery.
- Prepare high-quality communications materials, including event briefs, invitations, speaker notes, presentations and digital content, aligned to College branding and strategic objectives.
- Build and maintain effective working relationships with internal and external stakeholders, including industry, alumni, government and community partners, acting as a key operational liaison to ensure a positive and consistent engagement experience.
- Represent the College in meetings and engagement activities, acting as a professional ambassador and supporting the progression of partnership and engagement outcomes.
- Maintain accurate stakeholder records in CRM and event management systems, ensuring data integrity, compliance with University policies and effective tracking of engagement activity.
- Prepare and contribute to engagement reporting and performance tracking, including analysing activity data, maintaining dashboards and producing post-activity and periodic reports to support continuous improvement and strategic decision-making.
- Provide operational and administrative support to the Engagement Team, including management of shared platforms (e.g. intranet/SharePoint), social media coordination and triage of enquiries.
- Undertake other duties as required, consistent with the classification level and scope of the position.

## Key Selection Criteria

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1. Demonstrated experience in coordinating events, engagement initiatives and/or projects within a complex organisational environment, including managing logistics, timelines, documentation and competing priorities.
2. Proven ability to manage multiple concurrent activities and deliver high-quality outcomes on time and within budget, exercising sound judgement and problem-solving skills.
3. Highly developed organisational and planning skills, with strong attention to detail and the ability to develop and maintain project documentation, risk registers and operational processes.

4. Excellent written and verbal communication skills, including the ability to prepare professional communications materials, briefing notes, presentations and reports tailored to diverse audiences.
5. Demonstrated ability to build and sustain effective working relationships with internal and external stakeholders, and to represent the organisation professionally in engagement activities.
6. Experience using CRM systems, event management platforms and reporting tools, with the ability to maintain accurate records, analyse activity data and contribute to performance tracking and reporting.

### **Qualifications**

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Demonstrated experience in event coordination, stakeholder engagement, partnership support or project delivery within a complex organisational environment.

A relevant tertiary qualification in communications, marketing, business, events management, public relations or a related discipline with subsequent relevant experience.

### **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.