



## Position Description – Engagement Officer

### Position Details

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<b>Position Title:</b>	Engagement Officer
<b>College/Portfolio:</b>	Operations
<b>School/Group:</b>	Enabling Services Reform
<b>Campus Location:</b>	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 3
<b>Employment Type:</b>	Fixed Term (12 months)
<b>Time Fraction:</b>	0.5

### RMIT University

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RMIT is a multi-sector university of technology, design and enterprise with more than 96,000 students and close to 10,000 staff globally. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

## Why work at RMIT University

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Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

## Portfolio/Group

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The Operations Portfolio enables an integrated, enterprise-wide delivery for best practice student and staff experiences. The Portfolio incorporates the following business units: Enterprise Projects and Business Performance (EPBP), Communications, Experience, Human Resources, Information and Technology Services (ITS), Office of the Chief Operating Officer, Procurement and Property Services Group (PSG).

The Portfolio houses significant drivers and delivery components across the staff and student journeys and enables the overall experience for both groups. The Portfolio is integral in bringing the RMIT strategy to life, across the globe. Each of these functions supports the global operations of the University both directly as well as through its controlled entities.

Enabling Services Reform (ESR) supports the effective and efficient execution of RMIT's strategy through Strategy to Execution. Facilitating the creation, governance and delivery of RMIT's strategy roadmaps through our Annual Operating Plan; and Service Connect – Embedding and continuous improvement across our Service Connect platforms, including Workday and Service Now.

## Position Summary

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The position of Engagement Officer is responsible for undertaking graphic design, communications and engagement to support the Enabling Services Reform (ESR) team and projects.

The role will also provide opportunities to be involved in a range of graphic design projects across both digital and print media for internal and external stakeholders.

The role will be supported with both mentoring within the ESR team and provision of opportunities to build a portfolio of experience and connections.

## Reporting Line

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Reports to: Associate Director, Engagement

Direct reports: 0

## Organisational Accountabilities

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RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

## Key Accountabilities

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- Design and develop graphics, visual design, communications and engagement documents to support the ESR initiatives.
  - Produce high quality visual documents and materials including presentations, public documents and materials for internal and external stakeholders.
  - Build team and project SharePoint sites to communicate project purpose and progress.
  - Deliver high-quality, accurate graphics in line with RMIT Brand Guidelines.
  - Undertake a range of graphic design projects across a variety of digital and print media.
  - Engage and liaise with other RMIT departments and external vendors (printing suppliers).
  - Any other tasks commensurate with the Position Description, as required.
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## Key Selection Criteria

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1. Knowledge of graphic design principles and experience in applying them.
2. Knowledge of and experience using Adobe Creative Suite, Microsoft Office Suite and other presentation software.
3. Ability to think and translate concepts in an innovative way.
4. Ability to develop and apply templates and design guidelines.
5. Ability to develop and apply design tools and assets.
6. Strong communication and organisational skills, computer literacy and information technology skills.
7. Willingness to work independently with a high level of autonomy and flexibility in a fast-paced and supportive environment.

## Qualifications

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Currently completing a graphic design or related course at RMIT University.

Note: Appointment to this position is subject to passing a 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.

<b>Endorsed:</b>	Signature: Name: Caitlin Crowley Title: Assoc. Director Engagement Date:	<b>Approved:</b>	Signature: Name: John Pilay Title: Executive Director, Enabling Services Reform Date:
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