



## Position Description – Entrepreneurial Programme Lead

### Position Details

---

<b>Position Title:</b>	Entrepreneurial Programme Lead
<b>College/Portfolio:</b>	Global Portfolio
<b>School/Group:</b>	RMIT Europe
<b>Campus Location:</b>	Based at the Barcelona Hub, Spain
<b>Classification:</b>	HEW 6
<b>Employment Type:</b>	Continuing/ongoing contract
<b>Time Fraction:</b>	Full Time (37 hours per week)

### RMIT University

---

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.

## **RMIT Europe**

---

RMIT Europe, is a creative and dynamic hub of RMIT university based in the heart of Barcelona. It is a centre that is successfully extending RMIT University's international engagement in Europe and strategically growing the university's collaborative research and education activity in Europe. RMIT Europe is led by the Executive Director on behalf of the RMIT Europe Board. It facilitates RMIT's collaboration in the development of innovative pan-European projects attracting global knowledge from Europe, Australia and Asia to deliver local impact.

The objectives for RMIT Europe are to:

- Act as a gateway between Europe and Australia and make an impact in the region through research and innovation and life long learning
- Strengthen RMIT's reputation and profile in Europe and globally
- Increase capacity and capability , 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

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

## **Position Summary**

---

RMIT Europe has recently been selected as a partner on two EIT (European Institute of Innovation and Technology) funded projects aiming at improving entrepreneurial education and uplifting entrepreneurial capability and capacity across higher education institutions and the wider innovation community.

The aims of the projects are:

1. TICER: The first project will develop a training program for transport and city professionals as part of the urban mobility transformation. The program aims to educate this target group (e.g. innovators, start-ups) so they can successfully implement their solutions within cities. The project is funded by the EIT Urban Mobility KIC.
2. Network IQ Alliance: The second project is committed to mainstream network intelligence (nIQ) – an innovation methodology which empowers individuals to amplify their growth opportunities from the networks they build to innovate better, faster and have long-term resilience. This project also aims to expanded the training provision at higher education institutions as part of the EIT HEI Initiative.

RMIT University has developed a suite of entrepreneurial training modules delivered as part of the RMIT Activator program. RMIT Europe's' role in the above projects is to adapt and deliver these modules to a European market.

The post-holder will coordinate RMIT Europe's contribution on both these projects and deliver on the tasks assigned to us. Specifically, this will include understanding the methodologies underpinning the RMIT Activator training and being able to deliver this to a range of participants within the higher education and broader entrepreneurial ecosystem. The individual will be fully trained and supported throughout the duration of the projects and will draw on RMIT Activator programm collateral and educational materials.

The post holder will also be expected to contribute to RMIT Europe's strategy of expanding the RMIT Activator and entrepreneurial capability and venture building in Europe. This will include elements of business developmnt and stakeholder management.

## Reporting Line

---

Reports to:

- Margaret Ledwith, Acting Director & Head of Global Impact (RMIT University)
- Clara Caminal, Senior Manager, EU Project Office (RMIT Europe) for day-to-day operational and stakeholder engagement activities.

Direct reports: Nil

## Organisational Accountabilities

---

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.

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

---

- Project implementation
  - a. Coordinate the day-to-day implementation tasks of the project assigned to RMIT Europe, monitor task progress, and ensure timely reporting and delivery of all project milestones in accordance with EIT deadlines and as requested by the coordinators.
  - b. For TICER: Deliver the RMIT Activator training modules, working with the other project partners to ensure coherent learning outcomes. Make the modules available for asynchronous online learning for future use as part of future revenue generation option.
  - c. For Network IQ Alliance: Identify synergies between existing entrepreneurial education programs at partner universities and the RMIT Activator as well as the Network IQ methodology. Foster collaboration between RMIT University and partners.
- Project management
  - a. Prepare documentation and materials around periodic reports and schedule, governance, and management of the project to ensure effective coordination as requested by the project coordinators.
  - b. Actively engage with academic and industry partners, facilitate exchanges and promote the projects to relevant stakeholders.
  - c. Monitor risk management, contingency plans and monitor equal opportunities practices.
  - d. Represent RMIT Europe at management and other relevant project meetings
- Entrepreneurial Programme Delivery
  - a. Program development and facilitation: collaborate with RMIT Activator programme team to align and contextualise existing programme methodologies, delivery platforms and learning materials to the local context. Enable the delivery of remote, hybrid and face-to-face learning experiences, employing experiential and practice-based approaches and methodologies. Maintain feedback loops to the RMIT Activator team to ensure quality and fit of programme design and participant experience. Take a localised, customer-centric approach to programme ownership.
  - b. Program co-ordination: lead and support delivery of the entrepreneurial programmes including scheduling, participant recruitment, mentor and expert recruitment, operational and logistical support. Gather and manage feedback and data to support stakeholder reporting, inform decision making and support planning and resource management. Co-ordinate programme communications across cohorts and stakeholders communications.
- Communications, dissemination, outreach and events management
  - a. Support in-house communication activities (information dissemination, maintenance of recruitment platform, project website and social media engagement).
  - b. Assist in the planning, coordination, and hosting of events and workshops including consortium meetings, and other training and conferences.
-

- As directed by the Senior Manager EU Project Office:
  - a. Participate in annual work planning and performance management processes.
  - b. Perform other duties that may be required for the efficient operation of the RMIT Europe team.

**Key Selection Criteria**

---

1. Demonstrated project management skills in particular related to Knowledge Transfer Projects
2. Familiarity with and an ability to facilitate experiential and action-based learning experiences for individuals and group
3. Entrepreneurial spirit and passionate about innovation (Willingness and ability to think and act entrepreneurially, familiarity with the innovation and entrepreneurial ecosystem and with practice-based tools and methods of innovation and entrepreneurship)
4. Ability to collaborate with a range of learning design and subject matter experts to deliver high-quality learning experiences
5. Demonstrated critical thinking and problem-solving skills, an ability to work in a dynamic, often ambiguous context and juggle deadlines and resources
6. Strong interpersonal skills, able to inspire diverse audiences through written and verbal skills and build a strong community of interest and action for RMIT Activator EU.
7. Ability and readiness to travel
8. Demonstrated high level of digital literacy across Microsoft, Adobe, CRM etc.

**Qualifications**

---

- MSc/PhD in any discipline
- Studies related to and Innovation & Entrepreneurship
- High communication and negotiation skills
- High level proficiency in English (essential) and Spanish (beneficial)
- Eligibility to work legally in Spain

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
------------------	--	------------------	--