



Position Description: Executive Assistant – General Counsel

Position Details

Position Title:	Executive Assistant – General Counsel		
College/Portfolio:	Operations		
School/Group:	Legal and Central Complaints & Investigation		
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
Employment Type:	Fixed Term	Fixed Term Reason:	Secondment Agreement
Reporting Line:	General Counsel	No. of Direct reports:	None

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>

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 role sits within the Legal and Central Complaints & Investigation team (**team**) group in the Operations Portfolio. Legal is responsible for the full range of legal services to all areas of the University, providing strategic legal advisory and support services to the University and its controlled entities. Central Complaints & Investigations (**CCI**) is an independent integrity unit responsible for managing complaints and investigations lodged by members of the public, and serious misconduct matters involving staff, whistleblower disclosures, fraud, conflict of interest and privacy.

The team is committed to:

- Providing high quality services that are aligned with, and responsive to, the commercial needs of RMIT;
- A high level of customer service which means getting to know the different areas of businesses we service and tailoring advice to meet their needs;
- Assisting RMIT to achieve its strategic objectives by working collaboratively with our University colleagues; and
- Developing and maintaining relationships with subject matter experts within and outside of RMIT to ensure appropriate additional expertise is available when required.

Position Summary

The Executive Assistant is a service-focussed, first point of contact for people in the team and people who engage with the team. With a friendly, positive attitude and a willingness to get things done, the Executive Assistant has a high level of technological literacy and supports the team in a wide range of administrative functions. Catering to the needs of a contemporary, dynamic team, the Executive Assistant uses their superior communication and interpersonal skills to assist the team to deliver high quality service and advice to stakeholders within RMIT in a timely and customer focussed manner.

Key Accountabilities

- Support the review and redesign of the legal operating model, including workload allocation and project management activity and support from time to time.
- Support the General Counsel in diary management and administrative tasks.
- Support the team in relation to administrative tasks.
- Provide a service-focussed, friendly point of contact for internal stakeholders and external parties dealing with the team, including receiving enquiries from RMIT stakeholders, providing basic responses, and directing enquiries to the relevant staff member (including monitoring and redirecting requests from the Legal inbox).
- Implement, administer and maintain the electronic document and matter management system for the team and provide assistance and training to system users as required (M365, Sharepoint and Xakia).

- Assist the General Counsel to implement and maintain efficient and effective work practices within the team.
- Support the creation and maintenance of content for the team intranet pages, SharePoint sites and administration of updates to templates and other documents as requested.
- Assist with document formatting or manipulation (eg, extraction, rearrangement, consolidation) as required by the team.
- Assist team members to book and arrange meetings/events, catering, travel and attendance at events as required, in accordance with RMIT policies.
- Process and manage purchase orders and invoices for services received by team members in accordance with RMIT policies and using RMIT systems (including Workday).
- Support the onboarding of members of the team, including contract workers and consultants.
- Comply with all RMIT policies and procedures.

Key Selection Criteria

- Demonstrated experience working in a customer-focussed team environment with a proven ability to work collaboratively with multiple stakeholders from a range of experience levels.
- Demonstrated substantial experience working in administration and in an office environment with a proven ability to develop efficient systems and processes using contemporary technological tools.
- High level of computer literacy and ability to administer and maintain electronic systems and workflows (including experience with Office 365, including Sharepoint, Word and Excel) and the ability to adapt to changing technological needs and environments.
- Excellent oral, written, interpersonal and time management skills.
- Demonstrated ability to work autonomously as well as within a fast-moving team environment.
- Proven ability to operate with a high level of confidentiality.
- Positive, friendly, can-do attitude.

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.