



Position Description – Executive Assistant to the ADVCA and ADVCS&I

Position Details

Position Title:	Executive Assistant to the ADVCA & ADVCS&I
College/Portfolio:	STEM College
School/Group:	Planning & Operations
Campus Location:	Based at the City campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 6
Employment Type:	Continuing
Time Fraction:	1.0 (flexible work arrangements will be considered)

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.

Why work at RMIT University

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>

The STEM College

The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industry, as never before.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. We have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community of achieve their potential. The College appointed Victoria's first ever Dean of STEMM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.

Position Summary

The Executive Assistant is responsible for providing high quality project support, administrative support and secretarial functions (e.g. diary and email management) to the ADVCA, ADVCS&I and designated senior members of the team, as requested by the ADVCA or General Manager College Operations. This position will contribute to the execution of STEM projects that support the College to meet its strategic and operational plan.

Working in unison with the College Operations professional services teams for guidance and direction in terms of approach, coordinate and plan international travel and engagements, and support events for the College as well as meetings and planning days. In addition, this position will support the communications requirements of the STEM Executive portfolio, such as knowledge management (including intranet maintenance) and newsletter development.

Reporting Line

Reports to: Associate Director, Planning & Operations, with a dotted reporting line to the ADVCA/ADVCS&I

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.

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

- Provide high level, confidential and professional executive support including:
 - Identifying and prioritising critical matters and ensuring a response/action in a timely manner;
 - Coordinating and/or directing appropriate responses to internal and external enquiries;
 - Calendar management;
 - Monitoring the submission of papers for meetings, ensuring they are received in accordance with previously advised timelines and conducting any follow up actions as required;
 - Providing secretariat support to relevant committees and meetings including taking minutes and preparing action lists;
 - Act as the point of contact among leadership, staff, and external guests/partners
 - Provide support for internal and external engagements.
- Working in unison with the College professional services team, ensure the delivery of efficient and customer-focused office management including supporting and enabling: travel arrangements, and processing invoices and corporate credit card accounts.
- Liaise with and act as conduit between the ADVCA/ADVCS&I and stakeholders, colleagues and clients on a variety of organisational matters including facilitation of meetings, travel and communication.
- Undertake project management for discrete pieces of work and coordinate the input of subject matter experts as required.
- Work collaboratively with other parts of the College and University as well as external contacts to support activities and information flow.
- Provide administrative support for a range of operational activities to enable the College to deliver on its priorities.
- Knowledge management activities including recommending updates for the website, and implementing or making recommendations for continuous improvements.
- Act as a member of the College's Executive Assistant team, to provide backup support to other members of the college executive if and when required
- Undertake other duties commensurate with the role as required.

Key Selection Criteria

1. Demonstrated experience in a senior administrative/operations/project support role with the ability to work proactively and autonomously.
2. Exceptional organisational, planning and project coordination skills, with experience establishing priorities and meeting deadlines.
3. Excellent interpersonal, written and verbal communication skills in a multicultural context.
4. Demonstrated capacity to work independently, show initiative and exercise discretionary judgment.
5. Strong relationship skills with proven ability to liaise constructively, culturally appropriate, and effectively with a wide range of national and international stakeholders on complex, sensitive and confidential issues.
6. Strong analytical and problem-solving skills.
7. Demonstrated ability to draft correspondence of a very high standard to internal and external stakeholders.
8. Exceptional attention to detail in all matters.
9. Proven high level of computer literacy including word processing; presentation software (e.g. PowerPoint); email, internet and electronic document management databases and ability to manage electronic and paper-based filing systems including TRIM.

Qualifications and/or experience

- A tertiary qualification with subsequent relevant experience and/or an equivalent combination of relevant education/training and extensive experience.

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.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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