RMIT UP

POSITION DESCRIPTION

Position Details

Position Title:	Executive Assistant to Chief Executive Officer
Reporting To:	RMIT UP Chief Executive Officer
Unit / Group:	Office of the Chief Executive Officer
Direct Reports:	N/A
Employment Type:	Fixed Term. **Time Fraction:**1.0
Salary Classification:	E2
Fixed Term Reason	Replacement Employee (leave of absence)
Date	March 2026
Location:	City Campus

Position Summary

The Executive Assistant to the CEO position is primarily responsible for providing a high level of professional administrative and secretarial support to ensure the efficient operation and to enhance the effectiveness of the Office of the CEO, RMIT UP.

This role involves regular communication with internal and external stakeholders, diary management, coordinating travel arrangements for the CEO and providing operational and day to day support to the CEO. The Executive Assistant position is also responsible for providing support to the RMIT UP Leadership Team on an as needs basis. The Executive Assistant will have access to flexible working arrangements including hybrid work i.e.. a mix of office and working from home. On occasion the role may be required to support the CEO out of hours.

Position Responsibilities and Accountabilities

Administration

- Organise business appointments and diary management for the CEO
- Prepare and circulate agendas and minutes of meetings across RMIT UP as requested.
- Organise travel arrangements for the CEO and members of the Leadership Team.
- Support the corporate travel process for the CEO and the Leadership Team while overseas
- Reconcile CEO's credit card expenses and travel expenses in Workday.
- Follow up specific issues as requested, exercising high levels of discretion and confidentiality in all matters.
- Undertake research and investigation on matters and projects on behalf of the CEO and Leadership Team.

- Assist the Leadership Team in the preparation and production of documents, presentations and reports as requested, with attention to appropriate branding, formatting and accuracy of information
- Facilitate the approval of Leadership Team leave requests and leave plans in consultation with the CEO.

- Provide administrative support to the CEO in completing Leadership Team performance appraisals.

Committee Secretariat Duties

- Act as the RMIT UP Committee Secretariat. This involves co-ordination of calendars for all Committee Members, preparation of Committee papers for distribution and maintaining action registers following meetings.
- Prepare agenda and ensure there is an accurate record of meetings by taking Minutes.
- Act as liaison point between Committee and office of CEO ensuring that all Committee Members and their assistants are aware of meeting dates and have the relevant papers to fulfil their role.
- Assist the CEO to prepare for Committee meetings.
- Assist the Committee Secretariat with coordination of calendar for the CEO for Committee meetings and the preparation of the meeting room.

Organisation & Coordination

- Manage the CEO workflows including but not limited to, diary management, scheduling of meetings and functions and other activities.
- Answer, screen calls and co-ordinate communications on behalf of the CEO.
- Undertake projects and delegations within projects, and ongoing project reporting and support the CEO and the Leadership Team as required.
- Organise booking, catering, and the setup of meeting rooms for the Leadership Team and company meetings including Town Halls, and support other internal events and activities as required

Relationship Management & Communications

- Develop positive internal and external relationships with all those who come into contact with the office of the CEO, including senior RMIT University stakeholders
- Communicate with and maintain relationships with various stakeholders on behalf of the CEO
- Support the communication plans of the office of the CEO, distributing timely and accurate communications and invitations from the CEO email as required, with excellent attention to detail including formatting and stakeholder management
- Working closely with IT and the Leadership Team to ensure all global email distribution lists are accurate and up to date
- Maintain confidentiality at all times

Organisational Responsibilities and Accountabilities

- Act at all times in accordance with the RMIT Code of Conduct
- Work in accordance with RMIT University Pathways' policies and procedures including following safe work practices for self and others
- Proactively work towards achieving individual and team goals, whilst demonstrating RMIT's values and behaviours
- Actively engage in professional development opportunities
- Undertake any reasonable tasks as directed
- 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.
- Appointment to the role is subject to successful passing of the Working with Children Check (WWCC employee type), Working rights Check and National Police Check (NPC)

Qualifications, Knowledge, Skills & Attributes

Essential

- Strong interpersonal, communication and presentation skills
- Well-developed administrative and organisational skills, including high attention to detail and ability to multi-task, prioritise and take initiative
- Ability to liaise at an executive level and work under pressure
- Establish positive working relationships with a wide range of stakeholders
- Ability to work autonomously as well as part of a team
- High level of computer literacy in MS Office and MS Teams
- Experience supporting high level executives from a corporate environment
- The ability to exercise discretion in dealing with sensitive and confidential information

Desirable

- Experience with expenses management and performance management systems in Workday
- Knowledge of TRIM records management system

Working at RMIT University Pathways (RMIT UP)

RMIT UP is owned by RMIT University, and provides a range of education solutions to students, academics and professionals in Australia and overseas.

Our mission is to provide transformative, supportive learning experiences and pathways which open global possibilities to our community of learners. We achieve this through our RMIT values of inclusion, imagination, integrity, courage, passion and impact.

RMIT UP education professionals place the student and customer experience at the forefront of everything we do.

Our key programs and services include Foundation Studies, ELICOS English for Academic Purposes (EAP) and language testing. RMIT UP also houses Informit, a leading research database with a strong focus on specialist Australasian content.

RMIT UP is situated in a state-of-the-art facility within the main RMIT University city campus in Melbourne's CBD. Co-located with Scape Australia, the largest provider of student accommodation in Australia, our building provides a unique offering to international students, housing world-class learning and accommodation in one secure location.

Acceptance of Position Description

This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

I have read, understood, and accept the responsibilities and accountabilities as outlined in this position description.

Incumbent signature: _____

Incumbent name: _____

Date: _____