



Position Description – Executive Assistant

Position Details

Position Title:	Executive Assistant.
Position Number:	P100868
College/Portfolio:	Vocational Education.
School/Group:	Office of VE.
Campus Location:	Based at the CBD campus, but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 6.
Employment Type:	Fixed Term
Time Fraction:	1.0 FTE.

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally-focused graduates.

With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

We are also committed to redefining our relationship in working with and supporting Aboriginal 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

We're proud to share with you:

- The launch of our second **Reconciliation Plan for Dhumbah Goorowa**– a “**commitment to share**” - **an important step in our reconciliation journey**.
- RMIT University is an **Athena SWAN** member with Bronze Award accreditation and the College of Science, Engineering and Health is central to driving improvements in gender equality, diversity and inclusion, particularly in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines.
- RMIT was placed **10th in the 2019 Randstad Employer Brand Research Awards**, up five spots from 2018.
- We were named as an **Employer of Choice for Gender Equality** by the Workplace Gender Equality Agency in 2019.
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018 and now in 2019.
- We were recognised as a **top five employer in 2018 for workplace accessibility** with the Australian Network on Disability.

RMIT Standings in university rankings

RMIT has a deep commitment to innovation, research and teaching, we are a 5-Star university under the QS Stars international evaluation system and are **238th globally in QS World University Rankings 2020** (moved up 12 places compared to 250th last year), being also 32nd in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2019 QS World University Rankings by Subject, RMIT was positioned 12th in the world (highest ranked in Australia) in Art and Design, 22nd in the world (fourth highest in Australia) in Architecture and the Built Environment, and 37th in Media and Communications. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).
- In the 2018 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and Media Studies. The 2018 Shanghai Ranking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.
- In the specialised rankings, RMIT is ranked 77th in the QS Graduate Employability Rankings 2020 and 82nd in the inaugural Times Higher Education University Impact Rankings 2019.
- RMIT also ranks in the world's **top 400** in the 2019 Academic Ranking of World Universities and in the world's **top 400** in 2020 Times Higher Education World University Rankings.

For more information, visit rmit.edu.au/about

The College of Vocational Education

The purpose of RMIT's College of Vocational Education is to empower learners and our industry, community and government partners to succeed in the new world of work. Our five-year strategic roadmap, [ALIVE@RMIT](#), purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence.

Led by our Deputy Vice Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

The College of VE is delivering impact through transformation that creates long-term change.

Position Summary

The Executive Assistant will be responsible for providing high quality, flexible administrative and secretarial support for multiple Senior Leaders across the College. Specific arrangements will updated on a regular basis to reflect the evolving business needs and requirements of the College of VE.

The role will contribute to designated tasks that include diary management, inbox, correspondence and document management, local/national/international teleconference and local meeting coordination, committee servicing, secretariat and minute taking, **event organisation**, travel bookings as well as responding to email and phone enquiries.

Additionally, the role will provide project support and contribute to designated administrative and operational tasks that support the relevant functions. Key to success in the role is working effectively with multiple stakeholders, team members and partners at various levels of the organisation. The Executive Assistant will contribute to a professional, proactive and collaborative culture within the College.

The nature of the position requires regular contact with different portfolios within the University and is the first point of contact for people wishing to communicate with your designated Senior Leaders, and as such an excellent client focus is key to success of the role.

Reporting Line

Reports to: Coordinator, Executive Services (Executive Advisory)

Direct reports: N/A.

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

- Provide a range of high-quality, flexible administrative services and executive support to your allocated Senior Leaders including diary management; credit card acquittals, reconciliation and reporting; purchasing approvals; internal and external meeting and function arrangements and **event coordination**.
- Work autonomously and proactively in order to support designated Senior Leaders in delivering high quality documentation and support for meetings, committees and workshops.
- Coordinate planning and resources related projects which may be college-wide and function specific initiatives, including preparation of project plans and their delivery.
- Manage the coordination of function/s office resources in conjunction with the facilities and health, safety & wellbeing teams, including workspaces, IT equipment and RMIT assets, ensuring that any relevant systems are maintained.
- Manage, monitor and action documentation and correspondence through the designated Senior Leader's office (emails and mail) and prepare correspondence on behalf of the Senior Leaders whilst maintaining confidentiality and discretion.
- Ensure all requests for advice, meetings and discussions with the Senior Leaders are administered efficiently and effectively.
- Resolve administrative and operational issues, as requested by the Senior Leaders, and coordinate

and manage the daily operation of the relevant function.

- Receive, prioritise, research and respond to a wide range of enquiries, from all sections of the College and University and all levels of staff, and from a wide variety of outside contacts.
- Gather, collate and analyse data and information in order to provide written and/or verbal advice, recommendations and solutions to the Senior Leaders regarding specific decisions, projects, policies and operational procedures.
- Build and maintain strong, constructive relationships with key internal and external stakeholders.
- Proactively support the team and collaborate across the College to ensure efficient and effective delivery of services to both internal and external customers.
- Perform other duties as requested by the Manager.

Key Selection Criteria

1. Demonstrated experience in a senior administrative/operations/project support role with the ability to work proactively and autonomously.
2. Highly developed organisational and planning skills, with a high level of attention to detail and the ability to prioritise tasks.
3. Excellent interpersonal, written and verbal communication skills.
4. Demonstrated capacity to work independently, show initiative and exercise discretionary judgment.
5. A knowledge and understanding of the tertiary education sector.
6. Proven ability to liaise constructively and effectively with a wide range of stakeholders on complex, sensitive and confidential issues.
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. Demonstrated 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

Relevant qualification with experience; or extensive experience in administrative fields; or an equivalent combination of relevant experience and/or education.

Note: Appointment to this position is subject to passing a Working with Children Check.

Endorsed:	Signature: Name: Emily Renner Title: Coordinator, Executive Services Date:21/08/2025	Approved:	Signature: Name: David Miles Title: Director of Governance & Strategic Initiatives Date:21/08/2025
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