



Position Description – STEM College HDR Officer (Engineering)

Position Details

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| Position Title: | STEM College HDR Officer (Engineering) |
| Position Number: | New |
| College/Portfolio: | STEM College |
| School/Group: | Research and Innovation - College Office |
| 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 FTE |

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>

School of Health and Biomedical Sciences

The School of Engineering comprises a diverse range of disciplines: Aerospace Engineering & Aviation; Chemical & Environmental Engineering; Civil & Infrastructure Engineering; Electrical & Biomedical Engineering; Electronic & Telecommunication Engineering; Manufacturing, Materials & Mechatronic Engineering; Mechanical & Automotive Engineering.

RMIT Engineering supports the largest cohort of PhD and Master's candidates of any School at RMIT. We provide students with work-relevant education programs, access to excellent research facilities and opportunities to engage in creative real-world project work through robust relations with local and international industry leaders.

RMIT Engineering's education is based on innovation and creativity. Key discipline areas in the School of Engineering provide programs with flexible pathways to global careers or postgraduate research. For more information, visit <https://www.rmit.edu.au/about/schools-colleges/engineering>

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 endeavor 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 STEM, 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

This role will provide hands on HDR support to the School of Engineering, managing school specific activities such as the Biannual Research Day event and milestone conferences. It will also provide pastoral care to the PhD and Master's by Research in the School, ensuring a structured and comfortable environment for the students. This role will sit in the City campus with other support staff in the School of Engineering and be ready to provide close support to the needs of the School, which is the largest in the University. The incumbent will work closely with the Senior Manager School Operations and Associate Dean (HDR) to ensure the diverse needs of the School are met, including new events or other ad hoc HDR student requirements.

As part of a core STEM College HDR Team this role will also participate in the broader activities for HDR development across the College. These include activities such as the 3 Minute Thesis, Visualise your Thesis, international HDR programs, and a whole suite of other bespoke events and activities for STEM HDRs.

Reporting Line

Reports to: HDR Student Experience Senior Officer

Direct reports: none

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

- Work closely with the Associate Dean HDR and Senior Manager School Operations within the School of Engineering, providing any required assistance to ensure that HDRs in the School receive the support they need.
- When requested by the AD HDR provide support to the HDR Student representative group to successfully run events and communicate relevant information to the School of Engineering HDR candidates.
- Provide on-site support at the City Campus for a range of activities and events for HDRs.
- Maintain effective working relationships with all relevant stakeholders, in particular the Associate Deans HDR, Deputy Deans R&I, Senior Manager School Operations, Supervisors, HDR candidates, the School of Graduate Research teams.
- Provide operational and administrative support to the Deputy Deans R&I and A/DHDR with HDR relevant projects (e.g. allocation of resourcing, training campaigns)
- Provide a pathway for candidates and staff to contact the relevant RMIT areas in relation to issues such as admissions, scholarships, HDR project, international HDR programs.
- Sourcing, analysing, reporting, and communicating HDR relevant data and information effectively to a variety of audiences in the School of Engineering and STEM College more broadly.
- Provide regular HDR relevant data upon request to the ADVCR&I and Dean R&I.
- Work with relevant stakeholders, particularly the HDR Global & Industry Engagement team, to maximise industry engagement opportunities for Engineering HDR candidates.

- Attend School Research Committee meetings as required.

Key Selection Criteria

- Commitment to service excellence and persistence with outstanding issues to achieve timely resolution;
- Knowledge and understanding of the research environment in the higher education sector and ideally of the processes and practices in supporting higher degree research students.
- Demonstrated experience in providing administrative and logistical support in the organisation and delivery of a range of events and activities.
- Highly developed organisational skills, attention to detail and the ability to prioritise tasks.
- Strong interpersonal skills and the ability to communicate effectively, verbally and in writing with people at all levels, internally and externally, in a tactful, professional and co-operative manner.
- Demonstrated ability to collate data and prepare meaningful, accurate reports by deadlines.
- A proven ability to manage tasks with multiple competing deadlines and to deliver quality outcomes from concept to implementation, review and evaluation, on time and on budget.
- Ability to interpret policies and procedures and provide accurate advice to staff and students from diverse cultures and backgrounds and demonstrated ability to maintain confidentiality and act with discretion, tact and sensitivity.
- Ability to develop systems to measure, evaluate and monitor progress on projects, events and initiatives, to develop reports and draft correspondence.
- Proven ability to work effectively, flexibly and collaboratively as a member of a team and autonomously and to show initiative.

Qualifications

A tertiary qualification in a relevant area and/or relevant 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.

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