



Position Description – HDR Officer, School of Engineering

Position Details

Position Title: HDR Officer, School of Engineering

College/Portfolio: STEM College **School/Group:** Research and Innovation - College Office

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 FTE

Employment Type: Fixed Term

Fixed Term Reason: Replacement Employee

Reporting Line: Senior Coordinator - STEM HDR Support

No. of Direct reports: N/A

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>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

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.

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.

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 AD HDR 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 ADVU R&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

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.