



Position Description – STEM College HDR Officer (Development and Health and Biomedical Sciences)

Position Details

Position Title:	STEM College HDR Officer (Development and Health and Biomedical Sciences)
College/Portfolio:	STEM College
School/Group:	Research and Innovation - College Office
Campus Location:	Based at the Bundoora West 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 Health and Biomedical Sciences comprises three Academic areas:

- Clinical Sciences
- Health Sciences
- Medical Sciences.

Primarily based at the RMIT Bundoora campus, we undertake teaching and research across the disciplines of: Human Biosciences, Laboratory Medicine, Medical Radiations, Nursing, Digital Health, Osteopathy, Chiropractic, Chinese Medicine, Pharmacy, Pharmaceutical Sciences, Physiotherapy and Psychology.

The School's research was ranked as well above world standard in clinical science, complementary and alternative medicine, medical physiology, microbiology and pharmacology & pharmaceutical sciences, and above world standard in psychology, public health & health service and medical & health sciences. We have a strategic focus on chronic disease and integrative health care with globally distinctive research strengths in respiratory health, neuroinflammation, translational immunology and infection, cancer diagnostics and therapeutics, and cross-cutting themes of: Lifestyle Medicine, Digital Health, Indigenous Health, Ageing in Health & Disease, and Medical Devices, Diagnostics and Prognostics. Research and Learning and Teaching innovation within the School is supported by a world class simulated hospital, digital human anatomy facility, state-of-the-art equipment and fully equipped laboratories and medical radiations facilities as well as a significant number of national and international partners. Details of the School can be found at: <https://www.rmit.edu.au/about/our-education/academic-schools/health-and-biomedical-sciences>

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 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

This role will provide hands on HDR support to the School of Health and Biomedical Sciences, managing school specific activities such as the biannual Research Day event & 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 be core to all development activities for HDRs, particularly those at the Bundoora West Campus, where the role will substantively be based (3 days per week). In this capacity they will provide high quality administrative support for campus-based research events that support the higher degree by research experience, including research conferences, symposia, industry research events, and research planning activities.

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 for the School of Health and Biomedical Sciences, to provide assistance as required to ensure HDR candidates in the School receive the support they need.
- Provide on-site support to all HDR candidates at RMIT's Bundoora west campus, spanning events, pastoral care and other on-site requirements.
- Coordinate school-based activities to support an exemplary HDR experience in collaboration with the Associate Deans HDR, Senior Manager School Operations and HDR Managers.

- 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, and the School of Graduate Research teams.
- Work closely with the STEM College HDR Team to facilitate STEM HDR engagement experiences through events, seminars, programs and other that enable HDR candidates to gain insights into research related work outside academia – e.g. HDR engagement with the STEM Innovation Hubs, Industry experiences, WIL placements in research groups.
- 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.
- 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)
- Implement the College's PhD Engagement strategy with a focus on organizing on-campus events in collaboration with key stakeholders in the College.
- Assist in the planning and organisation of College wide events such as the Three Minute Thesis, Visualise Your Thesis.
- Sourcing, analysing, reporting, and communicating HDR relevant data and information effectively to a variety of audiences in the School of Health and Biomedical Sciences and the STEM College more broadly.

Key Selection Criteria

- 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.
- Commitment to service excellence and persistence with outstanding issues to achieve timely resolution;
- 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.

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