



Position Description – Manager, Facilities & Technical Service – Digital Production

Position Details

Position Title:	Manager, Facilities & Technical Services – Digital Production
College/Portfolio:	Design and Social Context
School/Group:	Design and Social Context College Office
Campus Location:	Based at the Melbourne campus, however, may be required to work and/or be based at other campuses of the University.
Classification:	HEW 9
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. 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. 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 three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also 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>

College of Design and Social Context

RMIT's College of Design & Social Context brings together creative and practical study in the fields of design, technology and society.

Comprised of nine schools, the College encompasses a wide variety of disciplines of the built environment, education, media & communication, global & social studies and across all fields of art and design. It is this breadth of expertise and the shared commitment to addressing the most urgent challenges and opportunities of our time through interdisciplinary collaboration that gives the College its unique identity.

Our work makes substantive contributions to sustainability and regenerative futures, global and social justice agendas and exploring the nexus of technology and the human experience.

We seek to deepen our understanding and offer possible paths forward for society by addressing these issues with imagination, rigour, and practicality. We do this through excellence in education and research that is future-focused, industry-connected and community engaged.

With over 21,000 students in Australia and Vietnam – from undergraduate students to PhD candidates – learning and researching with a team of over 1000 academics, we are dedicated to fostering an environment that advances knowledge and transforms professional practice.

Through our highly respected research centres, groups and international partnerships, the College is having an impact globally with agenda-setting research that informs government policy, supports industry innovation and advances creative practice.

The College has a significant presence in Asia and Europe through higher education programs and active research projects. This includes programs at RMIT's Vietnam campus and with partner organisations in Singapore and Hong Kong, and research activity at RMIT Europe, the University's innovation hub in Barcelona.

The College is recognised globally for its standing across numerous fields with Art and Design maintaining its number one spot in Australia and the Asia-Pacific, and 19th globally, in the 2023 QS World Rankings by Subject. Architecture and the Built Environment ranks second in Australia and 25th globally while Communications and Media Studies is ranked fourth in Australia and in the top 50 globally.

For more information see www.rmit.edu.au/dsc

The College has state of the art media and digital production facilities and provides industry and external collaboration opportunities as well as supporting RMIT staff and students with digital production support including media, communication, television and sound. Facilities and equipment include, but are not limited to:

- State-of-the-art TV studios with green rooms
- Double height facility (Black Box) enabling highly immersive audio and visual environments
- Media Portal providing an expansive high-profile event space
- Music production facilities and studios - recording and rehearsal spaces, dedicated DJ teaching spaces and music production classrooms
- On-air radio studio and podcasting facilities, with network infrastructure and hardware to connect to radio stations such as RRR FM for live broadcasts

- Animation production spaces - audio recording studio and capabilities for a stop-motion animation production.
- ~30 editing suites enabling real-time editing at full resolution
- Loan stores - provision of production equipment requirements in high volumes. The stores supply high-end video and photographic cameras, audio recording and lighting equipment and a wide range of other kit for specific learning requirements.
- Printer makerspace

Position Summary

The Manager, Facilities & Technical Services – Digital Production is part of the DSC Facilities & Technical Services team, providing specialist technical support and expertise to staff and students across the full range of the College’s activities including teaching and learning, research, projects, events, exhibitions, industry partners and engagement.

The position is responsible for leading teams in the provision of services relating to specialist media, communication and digital technologies to staff, students and partners to enable teaching, research, commercial enterprise and engagement outcomes. The role will ensure the College’s specialist areas are maintained to the highest industry and educational standards and in accordance with relevant policies and legislation.

The role will support College-wide resource planning, infrastructure, capital expenditure and health, safety and wellbeing as well as other strategic initiatives to enable delivery of technical support and services aligned with College objectives.

Working across a wide range of activities, equipment and processes, the incumbent will deliver creative solutions to the unique and challenging problems associated with digital and production education, concepts, innovations and environments. The role will provide academic and student support and engagement to ensure technical requirements for learning and teaching and research are delivered enabling desired outcomes.

Reporting Line

Reports to: Associate Director – Facilities & Technical Services

Direct reports: 3-5

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. Staff are also expected to work in alignment with the core RMIT values – Inclusion, Imagination, Integrity, Courage, Passion, Impact.

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

1. Provide leadership and expertise to lead, manage and support the Digital Production teams to ensure effective and efficient delivery of technical support with a service-oriented culture across

the College’s specialist spaces, ensuring students, researchers and academics achieve optimal learning, teaching, research and engagement outcomes with balanced service provision as required.

2. Manage the College’s specialist Digital Production facilities and resources by planning, communicating, scoping and negotiating requirements and actively participating in relevant projects, processes and services in consultation with Schools, ensuring alignment with diverse pedagogical and research requirements.
3. Ensure completion of training, inductions and risk management and other relevant compliance documentation in line with RMIT and regulatory processes in areas of responsibility.
4. Ensure specialist areas are maintained in a clean and safe condition in alignment with the RMIT Global Safety Model (GSM) and other relevant regulatory requirements, including currency of equipment lifecycle management procedures.
5. Participate in College strategic projects such as capital expenditure, leadership and professional development, health, safety and wellbeing initiatives and other relevant projects and initiatives.
6. Investigate and develop, in association with academics, researchers and industry partners new and innovative techniques from industry and lead relevant engagement with external, cross disciplinary and College partners.
7. Work with RMIT’s IDEA framework, ensuring diversity and inclusion understanding and knowledge are embedded into the Digital Production team ways of working and the support and services provided.
8. Perform other duties to support the College of DSC as directed by the Associate Director – Facilities and Technical Services.

Key Selection Criteria

1. Significant leadership, people, services and equipment management skills in an educational setting, preferably with a team of technical staff.
2. Demonstrated ability to lead with agility and resilience to respond to a dynamic environment and changing learning, teaching, research and engagement requirements.
3. Proven technical knowledge and expertise in Digital Production across a range of creative disciplines, including but not limited to, advertising, communication and writing, music, sound and audiovisual, screen and media, digital design, digital media, games and animation.
4. Proven high level communication skills with the ability to engage effectively across school leadership, academic teams, professional staff, students and external partners to ensure equitable service and support to achieve learning, teaching, research and engagement outcomes.
5. Significant knowledge of and demonstrated operationalisation of HSW regulations and processes.
6. Demonstrated project participation skills to ensure projects are monitored, maintained and completed where relevant.
7. High level digital literacy and translational skills.

Qualifications

Tertiary qualifications and experience relevant to the position.

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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