



Position Description – Operations Officer

Position Details

Position Title:	Operations Officer
College/Portfolio:	Design and Social Context
School/Group:	School of Art
Campus Location:	Based at the City campus, however, may be required to work and/or be based at other campuses of the University.
Classification:	HEW5
Employment Type:	Continuing
Time Fraction:	1.00

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/Portfolio/Group

The College of Design and Social Context encompasses RMIT University's renowned art, architecture, design, built environment, communication, and social science disciplines. The college has 24,500 students and over 1,000 staff located in 8 schools.

The College's academic programs are generally market leaders and in high demand. Based on a strong foundation of practice led, industry partnered teaching and research, we aim to deliver skilled graduates with a deep sense of purpose, and high impact research and innovation.

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

School of Art

The School of Art at RMIT is an international site for innovation and diversity in the disciplines of art and photography, with strengths in craft, sound and socially engaged practice. The school is ranked first in Australia and 15th in the world for Art & Design (QS World University Rankings by Subject 2021). Founded on a deep commitment to praxis, diverse ways of knowing and the role of art and the photographic image in global society, it aspires to achieve real and lasting impact.

The school delivers programs ranging from undergraduate degrees through to higher degrees by research. The Discipline of Art covers a full range of specialisations, including Art: History + Theory + Cultures, Drawing, Painting, Print, Ceramics, Gold and Silversmithing, Sculpture and Installation, Sound, Video and Media Arts, Arts Management and Public Art. The Discipline of Photography delivers programs that engage with photography through both the practice and theory of images in society. Our extensive international activities and partners inform our global outlook, supporting students to build expanded networks and boost career opportunities, as well as the formation of dynamic research collaborations.

The school has a strong practice-based research program with interdisciplinary projects and research focus that critically engages with environmental, social, technological and public spheres. The school's key research hub CAST (Contemporary Art and Social Transformation) addresses research that critically engages with environmental, social and public spheres with a particular interest in how artistic and photographic practices intersect with issues of equity, access and democracy. CAST is currently leading art projects on creative care, ecology, education, photography and social practice, queering practice, migration and mobility, social practice, and public art.

For more information see <http://www.rmit.edu.au/art>

Position Summary

The Operations Officer works closely with the Operations Co-ordinator and the Senior Manager, School Operations, to provide operational support to the school. The incumbent supports development, operations, and projects associated with improving business processes, the effective use of resources, and the support of academic delivery. The Operations Officer will also support the school executive team.

Reporting Line

Reports to: Operations Co -ordinator

Direct reports: Nil

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

1. Provide comprehensive, high-level support to the School's Executive team.
2. Responsible for providing support, management and coordination of governance for all committees, ensuring effective communication.
3. Supporting the school's communication strategy and initiatives, including providing quality documents with the ability to produce clear, well-structured and collaborative content, using a range of software applications.
4. Maintain the school's online presence across social media, websites, and SharePoint to ensure accurate, timely, and engaging communication aligned with university policies and brand standards.
5. Provide support around university-based systems.
6. Supporting and maintaining appropriate systems for managing school operations in conjunction with the Operations Co-ordinator and the Senior Manager, School Operations.
7. Provide administrative support to the HDR co-ordinator, including HDR milestones and events.
8. Maintain up-to-date knowledge pertaining to the University and College activities, policies and current projects.
9. Work collaboratively and proactively with key stakeholders including professional, academic staff and School Executive members to deliver agreed outcomes.
10. Identify potential issues or risks that could affect the successful operation of the school and recommend solutions.
11. Undertake other duties as directed by the Operations Co-ordinator and/or the Senior Manager, School Operations.

Key Selection Criteria

1. Demonstrated high level problem solving and project management skills and experience.
2. Highly developed interpersonal skills, including the demonstrated ability to effectively communicate with staff at various organizational levels and to work cooperatively as a member of a team.
3. Well-developed organisational, planning, and analytical skills.
4. Demonstrated excellent written and verbal communication skills.
5. Experience in report writing and devising communications to a larger audience.
6. Proven ability to maintain a high level of confidentiality and to provide quality support at a leadership level.
7. High-level IT literacy, and the ability to adapt to and champion new systems and ways of working.
8. Demonstrated experience in web design, including the ability to create responsive, accessible, and user-focused websites using contemporary design tools and front-end technologies.

Qualifications

A relevant tertiary qualification and / or significant administrative expertise in a tertiary education or similar customer service environment.

Note: Appointment for 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:	Approved:	Signature: Name: Date:
------------------	-------------------------------	------------------	------------------------------