



Position Description – Project Coordinator

Position Details

Position Title: Project Coordinator

College/Portfolio: STEM College **School/Group:** School of Computing Technologies

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 7 **Time Fraction:** 1.0FTE

Employment Type: Continuing

Reporting Line: Senior Manager, School Operations

No. of Direct reports: 0

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

LEARN! GROW! DO!

Together transforming the world through STEM

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 endeavour 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 to achieve their potential.

For further information about the STEM College please visit the following site:

School of Computing Technologies

The School of Computing Technologies (SCT) provides world class computing research and innovative information technology education. We place a significant emphasis on diversity and interdisciplinarity and aspire to transform the future of technology through integration of varied perspectives and through our distinctive research.

In the 2024 QS University Rankings by discipline, RMIT University was ranked at 170 globally for Computer Science and Information Systems and 57 in Library and Information Management. Education programs in Computer Science, Software Engineering, Data Science, Artificial Intelligence, Cyber Security and Information Technology are offered in the School of Computing Technologies, one of Australia's largest and leading educational facilities in the field.

We are a national leader in industry-connected learning in computing, data science, and IT. We have recently redesigned our undergraduate programs to provide a common foundation in programming for all SCT undergraduates. Our approach is centred on an innovative Bootcamp2Studio model that makes use of immersive and challenge-based pedagogy to drive higher-level learning. We provide students with practical learning experiences that will prepare them to contribute meaningfully to our world through their work.

The School is led by the Dean, School of Computing Technologies, and has three disciplines:

- Cyber Security & Software Systems (CSSS)
- Data Science & Artificial Intelligence (DSAI)
- Interaction, Technology & Information (ITI)

Our PhD students and faculty conduct world leading research in many areas of Computing and Computing applications, including in:

- Information Interaction and Information Retrieval
- Human-Computer Interaction
- Artificial Intelligence and Natural Language Processing
- Data Science and Machine Learning
- Recommendation and Big Data Analysis
- Cybersecurity
- Software Engineering
- Digital Health
- Computer Science Education

For more information about our School, its discipline structure and teaching and research focus areas please visit our [website](#).

Position Summary

The Project Coordinator is responsible for providing project management and specialist services to support the initiatives of the School of Computing Technologies and the implementation of University and College goals at the local level.

The position will play a key role in supporting the planning, monitoring and execution of key School projects, and will work closely with people across a range of functions within the School, College and broader University to ensure effective project implementation.

Key Accountabilities

- Provide practical project management expertise to lead key School initiatives, delivery high-quality services with flexible and timely responses to operational needs
- Support the delivery of key projects through the development of project plans, timelines, stakeholder lists and other relevant project material
- Coordinate and manage work streams across multiple and concurrent projects, maintaining project documentation and providing clear and consistent project status reporting

- Work collaboratively and pro-actively with key stakeholders including professional staff, teaching staff, School Executive & College Teams to deliver agreed outcomes
- Support the implementation of project outcomes into Business-as-Usual activities, including supporting Post Implementation Review activities
- Provide secretariat support for project committees and working groups and drive continuous improvement by streamlining processes, communication lines and support services to ensure simplicity, consistency and clarity
- Perform other duties as requested by the manager

Key Selection Criteria

Essential:

- Demonstrated experience in project setup, project coordination, compliance support or program implementation in a complex organisation, including establishing and maintaining tracking tools, action plans and status reporting
- Strong administrative and organisational skills, including experience preparing high-quality documentation (reports, briefings, meeting papers, registers and spreadsheets) for senior leaders and governance bodies with attention to detail and version control
- Well-developed organisational and planning skills with the ability to manage competing priorities, coordinate workstreams and maintain clear and consistent project documentation across concurrent workstreams
- Proven ability to coordinate diverse stakeholders to progress and complete actions on time, with sound judgement about when to escalate, and the ability to maintain momentum across competing priorities and complex governance structures
- Excellent written and verbal communication skills, including the ability to translate complex requirements into clear, practical actions and to communicate respectfully and effectively with a wide range of stakeholders
- Advanced proficiency in Microsoft Office Suite, SharePoint and project management tools, with the ability to create fit-for-purpose trackers, dashboards and document repositories

Desirable:

- Experience in, or knowledge of the Higher Education Learning & Teaching or Research environment

Qualifications

Relevant qualifications in Business, Project Management or a related field 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.