



Position Description – Project Officer

Position Details

Position Title: Project Officer

College/Portfolio: PSI

School/Group: ATN

Campus Location: Based at the Melbourne Head Office (RMIT City campus).

Classification: HEW 6 **Time Fraction:** 1.0

Employment Type: Fixed Term

Fixed Term Reason: Specific Task or Project

Reporting Line: Manager, Projects and Operations

No. of Direct reports: Nil

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.



Australian Technology Network of Universities

Australian Technology Network of Universities (ATN) is a national Australian higher education peak body, with a membership of six universities across Australia. ATN has a strong presence both nationally and internationally and in key metropolitan and regional media markets. Established in 1999, ATN undertakes policy, advocacy, public affairs and national media work to benefit the shared interest of our membership of world-class Australian universities, the higher education sector and society more broadly.

ATN member universities are Curtin University, Deakin University, RMIT University, The University of Newcastle, and University of Technology Sydney. Swinburne University of Technology joined as an observing member in 2026.

The ATN Directorate serves its members through a wide range of activities, including policy analysis and development, while ensuring the voice of our membership is heard at all levels of government, as well as in and through media channels throughout Australia and internationally.

Regarded as Australia's most innovative and enterprising grouping, ATN prides itself on its shared mission to ensure Australia's higher education system remains open, fair and accessible, as well as meeting the needs of industry, particularly Australia's 2.3 million SMEs.

[ATN Frontiers](#) is an online professional development program designed to prepare ATN's graduate researchers for maximum impact in their careers. It is designed to:

- Build practical skills for graduate researchers to apply their research to the workplace
- Build leadership and future-thinking capabilities
- Set graduate researchers up for a successful, high-impact career.

ATN Frontiers is available free of charge to all graduate researchers at ATN universities, regardless of academic and professional backgrounds. The program consists of three 'Levels' of learning modules designed to teach specific skills. The modules are delivered online via a third-party digital learning platform, *OpenLearning*.

The ATN Directorate is led by the Executive Director and its head office is based at RMIT's City Campus in Melbourne. RMIT University is the employing agent for ATN staff.

Learn more about the ATN at the following link: <https://atn.edu.au/>

Position Summary

ATN Universities is seeking a Project Officer on a fixed term contract to provide high-quality project coordination and administrative support across multiple portfolios - specifically focusing on the implementation and delivery of one-off projects and events, media campaigns and committee function uplift. Tasks under these projects may include contributing to the effective planning, delivery, and monitoring of programs, committees, and operational improvement initiatives.

Reporting to the Manager, Projects and Operations, the Project Officer will support the implementation and coordination of projects, programs and portfolio initiatives through a range of activities, including maintaining project documentation and registers, managing correspondence and shared inboxes, and assisting with reporting and the monitoring of deliverables. The role will utilise a range of digital tools, including the Microsoft Office suite, project management platforms, and learning management systems, to enable consistent and structured project delivery.

The Project Officer will contribute to the improved coordination of committee and working group meetings by supporting the preparation of agendas, papers, and minutes, and maintenance of action logs, and by liaising with internal and external stakeholders to ensure effective follow-up. The role will also assist with the delivery of the ATN Frontiers program by supporting students and course facilitators throughout the annual program delivery cycle. Additionally, the Project Officer will contribute to the planning and delivery of virtual and in-person ATN events, managing logistics and engaging with stakeholders.

Across all portfolios, the Project Officer will monitor administrative processes, identify opportunities for improvement, and support the implementation and embedding of enhancements to systems and workflows. Working under general direction, the role requires strong organisational skills, sound judgement, and the ability to manage competing priorities in a dynamic, multi-portfolio environment.

Key Accountabilities

Operations & Project Administration

- Provide project and operational support across multiple portfolios by coordinating tasks, documentation, and progress tracking.

- Manage shared inboxes across ATN Frontiers, committees and operations, including triaging, responding to, and allocating correspondence and tracking actions.
- Liaise with internal and external stakeholders, exercising judgement to prioritise work and escalate issues as required.
- Administer general office processes and systems to support the effective day-to-day operation of the office, including management of office supplies, timely and accurate processing of invoices.
- Provide administrative support across project-related events, initiatives, and planning activities, including coordination of logistics, preparation of materials, stakeholder communication, and assistance with scheduling to support the smooth delivery of project outcomes

Committee & Governance Support

- Coordinate and administer committee processes, including scheduling meetings, preparing agendas and papers, and coordinating approvals.
- Prepare accurate minutes, maintain action registers, and coordinate their distribution as well as following up on outcomes.
- Maintain committee records and documentation in accordance with governance and record-keeping requirements.
- Liaise with committee members and internal stakeholders to support the effective operation of committee activities.

ATN Frontiers Program Support

- Coordinate and administer project and program activities for the ATN Frontiers portfolio, including schedules, documentation, systems, and reporting.
- Support the ATN Programs Manager by managing program correspondence, coordinating meetings with key stakeholders, and maintaining ATN Frontiers web and course pages.
- Contribute to the planning and delivery of virtual and in-person ATN Frontiers events through logistical coordination and follow-up activities.
- Monitor program administration processes and implement agreed improvements to support efficient and effective program delivery.

Key Selection Criteria

Essential:

- Demonstrated experience coordinating and administering project, program, or operational activities in a complex organisational environment.
- Proven ability to coordinate committee processes, including preparing agendas and papers, taking accurate minutes, and maintaining action registers.
- Well-developed organisational and time management skills, with the ability to manage competing priorities across multiple portfolios and meet demanding deadlines.
- Strong written communication skills, with experience drafting professional correspondence, agendas, minutes, and maintaining accurate records.
- Demonstrated ability to liaise effectively with internal and external stakeholders, using sound judgement to triage enquiries, prioritise work, and escalate issues as appropriate.
- Experience using administrative and project coordination systems, including the Microsoft Office suite and digital collaboration or project management tools.
- High level of attention to detail, initiative, and the ability to work both independently and collaboratively within a team environment.

Desirable:

- Experience supporting programs, committees, or events within a university, government, or similarly complex organisation.
- Familiarity with learning management systems, web content management, or event coordination platforms.
- Experience contributing to process improvement or continuous improvement initiatives in an administrative or project support role.

Qualifications

Relevant experience in administration, project or program coordination.

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.