Position Description – Research Communications Officer

Position Details

Position Title:	Research Communications Officer
College/Portfolio:	College of Design and Social Context
School/Group:	Media and Communication
Campus Location:	Primarily based at the Melbourne City campus, and the potential to work across other RMIT campuses as required.
Classification:	HEW 6
Time Fraction:	Full time
Employment Type:	Fixed Term
Fixed Term Reason:	Specific Task or Project
Reporting Line:	Principal Research Fellow
No. of Direct reports:	None

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.

College of Design and Social Context

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 practise 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 visit www.rmit.edu.au/dsc

School of Media and Communication

The School of Media and Communication pushes the boundaries of digital knowledge creation and future-focused practice. The school has a deep engagement with industry and the community that allows research and teaching to respond creatively and innovatively to global conditions.

In the most recent *QS Rankings by Subject*, RMIT was ranked 37th in the world for *Communications and Media Studies*.

The School is home to a vibrant community of practitioners, theorists and thinkers in communication, creative writing and publishing, screen, culture, digital ethnography, new media, journalism, public relations, advertising and music industry. The School has a strong international focus set to drive careers to succeed in the global context with programs and courses offered in Melbourne, Vietnam and Singapore.

The School embraces agility and flexibility to drive a field that is always evolving with emerging specialisations and new roles in an increasingly changing world. Extending the reach for excellence, teaching spaces have been adapted to meet world-class standards.

Partnership with industry and the community ensures we keep abreast of changing industry needs and new technologies of teaching and learning, supporting students in moving fluently between the classroom, the studio and the workplace. Work integrated learning is just one way of many in which the mutual benefits of industry and community partnerships are realised, connecting students directly to real-world projects that result in tangible outcomes.

A multidisciplinary network of research endeavour brings together experts across disciplines. Adopting a creative, critical and playful attitude to research, celebrating disciplinary diversity and leading in the development of practice-led approaches.

In the most recent Excellence in Research for Australia (ERA) ranking, RMIT was judged to be well above world standard (5) for the field of *Communication and Media studies* and above world standard (4) for the field of *Cultural Studies and Design Practice and Management*, reinforcing the dedication and expertise in these areas. RMIT was also judged to be at world standard (3) for the fields of *Film, Television, and Performing Arts and Creative Writing*.

For more information, visit www.rmit.edu.au/about/our-education/academic-schools/media-and-communication

Position Purpose

The ARC Centre of Excellence for Automated Decision-Making and Society (ADM+S) is a cross-disciplinary, national research centre, which aims to create the knowledge and strategies necessary for responsible, ethical, and inclusive automated decision-making. Funded by the Australian Research Council, ADM+S is hosted at RMIT University in Melbourne, Australia, with nodes located at seven other Australian universities, and partners around the world.

The Centre brings together leading researchers in the humanities, social and technological sciences in an international industry, research and civil society network. Its priority domains for public engagement are news and media, mobilities, social services and health.

The First Nations Digital Inclusion projects are a combination of two research projects hosted by the ADM+S Centre dedicated to providing data to help measure progress on Closing the Gap Target 17, which aims for equivalent levels of digital inclusion for First Nations people by 2026. The projects supplement data collected by the Australian Digital Inclusion Index to track changes in the scale and nature of the digital gap relative to non-First Nations Australians.

'Mapping the Digital Gap' is the first extensive study of digital inclusion and use of media and communications services in remote First Nations communities across Australia. It is a partnership project between the ARC Centre of Excellence for Automated Decision-Making and Society (ADM+S) and funding partner Telstra. Using qualitative and quantitative research methods, the research team partners with local First Nations organisations and co-researchers to undertake on-site research annually in participating communities. This project commenced in 2022 and concludes on 30 September 2028.

'Measuring Digital Inclusion for First Nations Australians' is a three-year project funded by the Australian Government to measure digital inclusion for First Nations people nationally. The project has First Nations leadership and governance throughout, including key staff within the research team, a First Nations steering group, contracting of a First Nations survey company, and partnership with First Nations organisations in targeted regional research sites. This project commenced in 2024 and concludes on 31 December 2027.

More information:
https://mappingthedigitalgap.com
https://digitalinclusionindex.org.au/first-nations-digital-inclusion/
https://www.facebook.com/MappingTheDigitalGap

Position Summary

The Research Communications Officer will coordinate the research translation, design, and promotion of research data and outcomes across a range of audiences, including to government, industry, and the public. The incumbent will work closely with the Principal Research Fellow in seeking broader community exposure of the First Nations Digital Inclusion projects' research outcomes and activities. This is a fixed term position ending on 31 December 2027.

The position is situated with the ARC Centre of Excellence for Automated Decision-Making and Society. The Centre is a significant international, multidisciplinary and multi-institutional project. It consists of eight university nodes: RMIT University, The University of Melbourne, Monash University, Swinburne University, QUT, University of Queensland, University of Sydney and UNSW.

Key Accountabilities

- Coordinate the promotion of First Nations Digital Inclusion research outputs to government, industry and the public, using a range of digital communications channels.
- Provide publication layout support to the research team, including the design, data visualisation, and layout of detailed annual outcomes reports.
- Design and organise media content and engagement material such as fliers, posters, and web content.
- Support project website and webpages to ensure public-facing information is kept up to date.
- Assist the Project Manager with administrative and reporting requirements, including the collection and reporting of communications and engagement analytics to external funding partners, and reporting of research team outputs to ADM+S Centre and RMIT reporting channels.
- Support the coordination of external events, both in-person and online, including event management, promotion and logistics.
- Coordinate with the wider ADM+S Centre operations team on matters relating to project communications, engagement, web content, and events.
- Contribute to the First Nations Digital Inclusion projects as part of the research team.
- Other duties as directed.

Key Selection Criteria / Qualifications

Essential:

- A relevant bachelor's degree with subsequent relevant experience in a communications, public relations, and/or engagement role, or an equivalent combination of relevant experience or educational training or extensive experience.
- Demonstrated experience in digital graphic design and data visualisation.
- Familiarity with social media platforms (LinkedIn, Instagram, Facebook, YouTube).
- Ability to prioritise work requirements in a high volume, changing environment and work autonomously whilst contributing to team goals.
- Highly developed interpersonal skills consistent with dealing with a diverse range of people in an organisation.
- A high level of self-motivation and initiative and an ability to provide creative solutions to problems.

- Ability to work both independently and as part of a team.
- Demonstrated proficiency with Adobe products (InDesign, Illustrator, Photoshop, Lightroom), Microsoft Word, and Canva.

Desirable:

- Proven experience working in an academic or research environment.
- Website management, design, HTML and CSS, and SEO skills.
- Experience with basic camera and audio equipment, filming, and editing media content.
- Proficiency with Adobe video editing products (Premiere, After Effects).
- Experience with analytics products including Google Analytics.

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.