



Position Description – Secretariat & Governance Executive Officer

Position Details

Position Title: Secretariat & Governance Executive Officer

College/Portfolio: College of Vocational Education

School/Group: Governance & Strategic Initiatives

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

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

Employment Type: Continuing

Reporting Line: Senior Adviser VE Policy & Strategy

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/Portfolio/Group

The next evolution in vocational education at RMIT will need to meet people where they are and take them where they want to go.

RMIT's College of Vocational Education will be ready for the challenge, guided by the [EVOLVE@RMIT](#) Roadmap.

EVOLVE sets a bold agenda and reflects our ambition to lead in industry-connected, learner-centred education to deliver real-world impact.

The EVOLVE Roadmap will contribute to the overarching vision of RMIT's Knowledge With Action Strategy and will support collaboration with stakeholders across colleges and portfolios while also maintaining a distinct VE focus to ensure we can shape the university's future as a connected and future-facing vocational institution.

Our five Roadmap actions are:

- Offer transformative education experiences to all students
- Connect across RMIT and industry for applied research
- Respond at pace and scale to industry, government and communities
- Grow our impact as the leading multi-sector provider in our region

- Invest in our people and organisational enablers to support our success

Position Summary

The Secretariat & Governance Executive Officer plays an important college-wide role by providing effective governance support to the College Executive and its committees. The incumbent will work closely with the Director, Governance & Strategic Initiatives and Senior Adviser VE Policy & Strategy to support effective committee operations.

The incumbent will provide a range of coordination services for governance matters including facilitating communication and workflow for committee business, drafting and editing papers, briefings and presentations, minute taking, record keeping and meeting coordination, and award nomination submissions. The position supports maintenance of Secretariat websites and publications.

The role provides advice to the broader College community on governance protocols and policies, ensures that committee business is managed accurately and efficiently, and that terms of reference and relevant delegations are observed.

The role will proactively build strong relationships and liaise closely with governance counterparts and related functions across the University to ensure alignment, share best practice and support a consistent, coordinated approach to governance.

Key Accountabilities

- Provide high level secretariat support to College Executive and its committees, under the direction of the Director Governance & Strategic Initiatives and Senior Adviser VE Policy & Strategy, including but not limited to managing committee work schedule, the preparation and distribution of meeting papers, attendance at meetings, preparation of minutes and timely dissemination of meeting outcomes
- Maintain accurate and accessible governance records, including committee documentation, terms of reference and membership information, to support effective decision-making and audit requirements.
- Assist the Director Governance & Strategic Initiatives and Senior Adviser VE Policy & Strategy in the provision of high-level strategic advice to the College Executive and committee chairs and members on governance matters.
- Promote and support effective communication between the College Executive and stakeholders across the College, including maintenance of Committee websites and fielding general enquiries from committee members and staff on governance matters.
- Proactively build strong relationships and liaise closely with governance counterparts and related functions across the University to support College engagement in RMIT University Governance, ensure alignment, share best practice and support a consistent, coordinated approach.
- Provide coordination and advice in risk identification, assessment and reporting, working in partnership with central risk functions and College Executive to ensure alignment with University frameworks
- Under the guidance of the Director Governance & Strategic Initiatives and Senior Adviser VE Policy & Strategy, conduct benchmarking, prepare analysis and assist with the development of briefing notes, executive summaries, reports, other documents on governance matters, and award nomination submissions.

Key Selection Criteria

- Demonstrated knowledge of governance systems and processes within the tertiary education sector, including relevant legislative frameworks.

- Demonstrated high level communication skills, including the ability to record minutes, prepare governance submissions and maintain internal web content.
- Demonstrated experience in interpreting, applying and explaining policies and procedures relating to governance and risk.
- Excellent interpersonal skills, with ability to work collaboratively with stakeholders, including senior university stakeholders.
- Demonstrated ability to maintain high levels of confidentiality, manage sensitive information, and exercise appropriate judgement to address complex problems or sensitive matters.
- Ability to work autonomously and to follow through on tasks to completion with limited supervision.
- Demonstrated high level administrative and organisation skills including proven ability to establish priorities to manage high volume workflow and meet critical deadlines.
- High level of proficiency across the Microsoft Office 365 suite.

Qualifications

A relevant tertiary qualification and/or extensive 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.