



Position Description – Senior Coordinator, School Governance and Strategic Projects

Position Details

Position Title:	Senior Coordinator, School Governance and Strategic Projects		
College/Portfolio:	STEM College	School/Group:	School of Health and Biomedical Science
Campus Location:	Primarily based at the Bundoora campus, and the potential to work across other RMIT campuses as required.		
Classification:	HEW 8		
Employment Type:	Fixed Term		
Reporting Line:	Senior Manager, School Operations		

No. of Direct reports: 2

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

The Senior Coordinator, Governance and Strategic Projects is responsible for leading governance, strategic planning, and project coordination activities across the School, ensuring alignment with University frameworks, driving continuous improvement, and enabling efficient, compliant, and well-informed decision-making.

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.

School of Health and Biomedical Sciences

The School of Health and Biomedical Sciences comprises three Academic areas:

- Clinical Sciences
- Health Sciences
- Medical Sciences

Primarily based at the RMIT Bundoora campus, we undertake teaching and research across the disciplines of: Human Biosciences, Laboratory Medicine, Medical Radiations, Nursing, Digital Health, Osteopathy, Chiropractic, Chinese Medicine, Pharmacy, Pharmaceutical Sciences, Physiotherapy and Psychology.

The School's research was ranked as **well above world standard** in clinical science, medical physiology, microbiology and pharmacology & pharmaceutical sciences, and complementary and alternative medicine, and above world standard in psychology, public health & health service and medical & health sciences. We have a strategic focus on chronic disease and integrative health care with globally distinctive research strengths in respiratory health, neuroinflammation, translational immunology and infection, cancer diagnostics and therapeutics, and cross-cutting themes of: Lifestyle Medicine, Digital Health, Indigenous Health, Ageing in Health & Disease, and Medical Devices, Diagnostics and Prognostics. Research and Learning and Teaching innovation within the School is supported by a world class simulated hospital, digital human anatomy facility, state-of-the-art equipment and fully equipped

laboratories and medical radiations facilities as well as a significant number of national and international partners.

Details of the School can be found at:

<https://www.rmit.edu.au/about/our-education/academic-schools/health-and-biomedical-sciences>

Position Summary

Purpose

This position is a key member of the School's core administrative team, playing a central role in supporting the School's governance, strategic planning, and delivery of key initiatives. Working closely with the Senior Manager, School Operations, the role enables informed decision-making through the collation, analysis, and synthesis of information, and the provision of high-quality executive and administrative support across a range of strategic and operational matters.

The position leads the coordination of governance processes across the School, ensuring alignment with College and University frameworks, and oversees the effective operation of School-based committees and working groups. It is also responsible for driving and supporting the delivery of strategic projects and initiatives, ensuring they are well-coordinated, tracked, and aligned to the School's academic and operational objectives.

A key focus of the role is enabling a cohesive and forward-looking approach to planning and performance, including contributing to the development of business cases, strategic papers, and analysis (including financial and portfolio insights) that inform decision-making. The role works proactively across the School Executive, College Operations, and central University functions to support Learning and Teaching initiatives, governance requirements, and broader business activities.

In addition, the position supports School-wide planning and communication activities, ensuring alignment, transparency, and engagement across stakeholders. Success in this role requires strong judgement, stakeholder engagement, and the ability to operate effectively across governance structures while driving strategic outcomes in a complex university environment.

Mission

To embed global resilience into the University's systems, culture, and leadership – enabling RMIT to pursue its international ambitions with confidence, clarity, and integrity.

Key Accountabilities

Governance and Committees

- Coordinate and oversee the School's governance processes, ensuring effective flow of information and submissions between the School, College, and University, and alignment with institutional requirements.
- Oversee the delivery of high-quality secretariat support for School-based committees and working groups, including agenda setting, paper coordination, accurate record-keeping, and tracking of actions to support effective governance and decision-making.

Strategic Projects and Planning

- Coordinate and support the delivery of strategic projects and initiatives across the School, ensuring activities are well-organised, tracked, and aligned with School and College priorities.
- Support the development of strategic papers, business cases, and briefing materials through the collation, analysis, and synthesis of information to inform planning and decision-making.
- Coordinate School Executive planning activities, including planning days, Staff Forums, and other School-wide initiatives.

Learning and Teaching (L&T) Coordination

- Coordinate and maintain oversight of School-level tracking of Learning and Teaching initiatives, including new program development and major/minor amendments, ensuring accuracy, timeliness, and alignment with approval processes.
- Provide guidance and support to academic and professional staff on L&T processes and acting as a key liaison point with College.

Operational Coordination and Engagement

- Act as a key interface between the School and College functions to facilitate effective communication, coordination, and alignment of activities.
- Support the coordination and administration of the Course Evaluation Survey (CES) and Student-Staff Consultative Committee (SSCC) within the School, including implementation, monitoring, and reporting.

Communications and Information Management

- Oversee School communication channels, including website content and distribution lists, ensuring information is current, accurate, and aligned with School priorities.
- Support School-wide communications to ensure clarity, consistency, and effective dissemination of key information.

Key Selection Criteria

- Demonstrated experience in providing high-level administrative and executive support within a complex organisation, including coordinating governance processes, committees, and senior stakeholders.
- Proven ability to coordinate and support projects and initiatives, including planning, tracking progress, managing timelines, and ensuring alignment with organisational priorities.
- Strong analytical and problem-solving skills, with the ability to collate, interpret, and synthesise information from multiple sources and systems to support informed decision-making.
- Demonstrated experience in preparing high-quality documentation, including reports, briefing papers, business cases, and presentations for senior audiences.
- Demonstrated experience in using and managing corporate or university systems (e.g. student management, workflow/approval, and reporting systems), and the ability to quickly learn new systems and processes.
- Highly developed organisational, communication, and interpersonal skills, with the ability to manage competing priorities and build effective working relationships across a diverse range of stakeholders.
- Demonstrated understanding of Learning and Teaching processes (e.g. program development and amendments) and governance frameworks, including the ability to support compliance with policies, procedures, and approval workflows.

Qualifications

A relevant postgraduate qualification or progress towards postgraduate qualification and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant education/training and expertise.

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.