



Position Description – Senior Officer, Events and Experience

Position Details

Position Title: Senior Officer, Events and Experience

College: STEM College **Group:** Operations & Service Optimisation
Team: STEM Events & Experience

Campus Location: Primary location at the Bundoora/City campus, with flexibility required to work across other University campuses and external locations to support event delivery.

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

Employment Type: Fixed Term

Fixed Term Reason: Replacement Employee

Reporting Line: Manager, STEM Events & Experience

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-locationsand-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

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.

The 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. The College appointed Victoria's first ever Dean of STEMM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

The STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.
<https://www.rmit.edu.au/about/schools-colleges/stem-college>

Position Summary

The **Senior Officer, Events and Experience** supports the delivery of student-focused events and strategic industry engagement activities, while also contributing to College-wide events that enhance stakeholder experiences and align with the STEM College strategic vision. The role provides operational and logistical support across event planning and delivery, liaises with industry partners and internal stakeholders, maintains event-related records and databases, supports regular reporting, and contributes to the development of event communications and marketing collateral.

The Senior Officer contributes to the continuous improvement of event-related processes and supports a collaborative, high-performing team culture by assisting colleagues during peak periods, acting as a primary contact for administrative event queries, and providing practical guidance to STEM College stakeholders on event planning and delivery in line with priorities set by the direct line manager.

The role requires the ability to build and maintain effective working relationships with academic staff, industry partners, visiting delegations and community groups.

This position involves physical activity, including manual handling and extended periods of standing, and may require working outside standard business hours. Leave restrictions may apply during peak operational periods.

Key Accountabilities

- Be accountable for your own actions and workload, contributing to a positive team culture, providing a high-quality and professional service, and consistently demonstrating RMIT's values.
- Provide timely and professional support across the full event lifecycle of College engagement activities and projects in line with priorities set by the direct line manager.

- Maintain existing processes, information and services delivered by the STEM Events and Experience team, and contribute to process improvements by working collaboratively with stakeholders to support consistent implementation.
- Effectively manage relationships with internal and external stakeholders through clear, timely and professional communication.
- Produce digital and printed event collateral using Adobe Creative and other software applications, in accordance with approved briefs and University brand standards.
- Follow RMIT procedures for event delivery and OHS compliance, and provide timely, accurate advice and information to stakeholders in relation to these requirements.
- Assist with activities across the team and broader portfolio as required, within the scope of this classification.

Key Selection Criteria

1. Demonstrated relationship-building and interpersonal skills, with the ability to work collegiately with academic and professional staff, students, and external stakeholders of different backgrounds and levels of seniority.
2. Demonstrated ability to work independently and meet deadlines in a demanding high-volume environment with excellent attention to detail and commitment to quality assurance.
3. Proven event coordination experience and planning skills to ensure milestones are achieved and objectives are met.
4. Demonstrated analytical and problem-solving skills, with the ability to think creatively and contribute practical improvements in a dynamic event delivery environment.
5. Commitment to quality service delivery and sensitivity regarding confidential communications.
6. Demonstrated high level of proficiency in computer software packages including MS365, Adobe Creative Cloud and electronic direct mailing services with accuracy and attention to detail and the ability to learn new technical skills.

Qualifications

Relevant qualification and/or relevant industry experience. A valid Working with Children Check.

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.