



## Position Description – Senior Project Officer

### Position Details

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<b>Position Title:</b>	Senior Project Officer
<b>Position Number:</b>	TBC
<b>College/Portfolio:</b>	R&I Portfolio
<b>School/Group:</b>	Portfolio Office
<b>Campus Location:</b>	Based at the City campus but will be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 6
<b>Employment Type:</b>	Fixed Term – 1 year
<b>Time Fraction:</b>	0.6FTE (Flexible working arrangements will be considered).

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### RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. 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 three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

### Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

## Research and Innovation Portfolio

RMIT's Research and Innovation Portfolio supports researchers to help shape the world. The Portfolio has an engaged, energetic, talented, and collaborative team focused on enabling excellent research and innovation outcomes, and on empowering staff. With a global presence, community, and industry connections, we support cutting-edge research and careers that make a positive impact on communities.

The Research and Innovation Portfolio supports researchers and graduate researchers with research partnerships, grants and research contracts, funding opportunities, capability development, research training, ethics and integrity, intellectual property, commercialisation, internships, communication, and profile.

Click [here](#) to find out more about research and innovation at RMIT University and the Research and Innovation Portfolio

### Position Summary

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The Senior Project Officer will be responsible for providing project support for the delivery of the University-wide Athena Swan program of work, led by the Associate Deputy Vice-Chancellor – Gender Equity (ADVC Gender Equity). This role will help to promote gender equity at RMIT by supporting the University to become Athena Swan accredited and driving the delivery of related action plans.

The role will support the Manager, Athena Swan, to undertake data collection and analysis, stakeholder engagement and writing and review of applications to the administering body, SAGE. The role will also provide secretariat support for governance, implementation and other stakeholder groups, as well as provide high-level administrative support to the ADVC Gender Equity. This position will be expected to work collaboratively with the Gender Equity team in the Research and Innovation portfolio, as well as other inclusion, diversity, equity and access (IDEA) stakeholders throughout the University, to deliver on a complex and important piece of culture change work.

### Reporting Line

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Reports to: Manager, Athena Swan.

Direct reports: 0.

### Organisational Accountabilities

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RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working, compliance with the RMIT Code of Conduct and compliance policies.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

### Key Accountabilities

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- Working under general direction from the Manager, Athena Swan, undertake specific projects and deliver on agreed milestones and outcomes. This may include project support for identified projects, maintaining systems access, databases and administrative process documentation.
- Prepare meeting papers, draft reports, take accurate minutes and follow up.
- Organise and coordinate logistics and functions including booking venues, catering, arranging AV requirements, setting up meeting rooms, tracking expenditure and assisting with stakeholders' travel and accommodation arrangements as required.
- Work cooperatively to build and maintain strong, constructive relationships with key internal and external stakeholders.
- Additional support for Human Resources activities in the R&I Portfolio, where required.
- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
- Other duties as required by the Manager, Athena Swan or the ADVC Gender Equity, within the scope of the classification.

### Key Selection Criteria

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1. Demonstrated highly developed interpersonal and verbal communication skills and the ability to liaise

constructively and effectively with management, staff and external parties on complex, sensitive and confidential issues.

2. Demonstrated ability to draft meaningful correspondence and reports of a high standard with outstanding attention to detail for internal and external audiences.
3. Proven ability to work independently and to use initiative and problem-solving skills to organise and prioritise work and complete tasks to tight deadlines.
4. Demonstrated ability to work flexibly and efficiently as a member of a team, providing quality service at all levels in a customer focused environment.
5. Experience and demonstrated initiative in researching and progressing issues, planning and undertaking limited scale projects, and achieving objectives under broad direction.
6. Demonstrated high level of numeracy and computer literacy including word processing; strong data management and analysis using spreadsheets to generate pivot tables and utilise formulas; and presentation software (e.g. PowerPoint).

#### **Desirable**

1. Knowledge and understanding of the tertiary education sector and knowledge or understanding of gender equality/diversity issues in higher education environment is highly desirable.

#### **Qualifications**

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Relevant experience. A valid Working with Children Check is mandatory.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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