Position Description – Senior Research Administration Officer

Position Details

Position Title: Senior Research Administration Officer

College/Portfolio: STEM College

School/Group: STEM College

Campus Location: Based at the City campus, however may be required to work and/or be based at other campuses of the University.

Classification: HEW 6

Employment Type: Fixed term (Replacement employee)

Time Fraction: 0.8

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

College/Portfolio/Group

The College of Science, Engineering and Health was renamed 'STEMM College' in late 2020 in recognition of our leading position and expertise in the science, technology, engineering, mathematics, and health (STEMM) fields. We are uniquely positioned to influence and partner with industry, as never before.

STEMM College is a community of exceptional STEMM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEMM 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 STEMM 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. Under the leadership of DVC and Vice-President, Digital Innovation, we have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEMM 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 of 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.

STEMM 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 STEMM leaders.
www.rmit.edu.au/seh

Position Summary

The Research Administrative Officer will be responsible for providing high quality, confidential, written and verbal administrative support. The nature of the position will require regular contact with the senior management of the University and other Nodes of the Centres. This position will support the Australian Research Council Centre for Quantum Computation and Communication Technology (CQC2T) and Australian Research Centre for Future Low Energy Electronics Technologies (FLEET).

Reporting Line

Reports to: Senior Services Coordinator.

Direct reports: N/A

Organisational Accountabilities

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.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety.

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

- Provide high level, confidential executive support, including correspondence, visitor and diary management, internal and external meeting and function arrangements, conference and travel arrangements, credit card reconciliation, records management, preparation of correspondence, briefing papers and presentation materials, and other administrative activities as directed
- Work autonomously with the scope of the position's classification and refer Centre staff and HDR candidates to process experts, both internal and external to the STEMM College, for advice on policy and procedures as appropriate
- Work collaboratively with other Nodes to support Centre outreach activities, functions and marketing projects. Provide administrative support for a range of operational activities and provide support to Centre management and staff to enable them to deliver on its strategic priorities
- Ensure that the CQC2T and FLEET monthly financial report is coded correctly and promptly reported to the Administrating Node
- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values
- Work closely with STEMM College Professional Service's team to provide consistent, compliant, high-quality support
- Other duties as directed by the Senior Services Coordinator or the Associate Director, Planning and Operations

Key Selection Criteria

1. Extensive experience in providing high-level secretarial and administrative support to an executive or equivalent in a university environment or similar large and complex organisation including diary and travel management, correspondence, management, document development, information management and high-level stakeholder liaison.
2. Demonstrated ability to work effectively, flexibly and collaboratively with colleagues within and beyond the immediate work unit, contributing to the achievement of team goals.
3. Demonstrated commitment to quality and continuous improvement, and proven ability to interpret and apply policies, procedures, and systems consistently, provide advice and to drive creative solutions through to implementation within the immediate work area.
4. Proven ability to work independently, use initiative and prioritise tasks and meet deadlines in a demanding environment with excellent attention to detail and a commitment to quality assurance
5. Demonstrated effective interpersonal skills with the ability to interact effectively with a broad range of people.
6. Demonstrated highly developed organisation, interpersonal, oral and written communication skills and the proven ability to liaise effectively with a wide range of management, staff and external parties on complex, sensitive and confidential issues.
7. Demonstrated high-level computer skills using Word, Excel, databases, a variety of booking and reconciliations systems, internet and email with the focus on accuracy and attention to detail.

Qualifications

Relevant qualification and/or relevant experience.

Note: Appointment to this position is subject to passing a 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.

Endorsed:	Signature: Name: Title: Date:	**Approved:**	Signature: Name: Title: Date: