



Position Description – STEM R&I Administration Officer

Position Details

Position Title: STEM R&I Administration Officer

College/Portfolio: STEM College **School/Group:** STEM College R&I

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

Classification: HEW 5 **Time Fraction:** Part Time / Full Time

Employment Type: Fixed Term

Fixed Term Reason: Specific Task or Project

Reporting Line: Leading Research Centre, Senior Coordinator Brooke Nati

No. of Direct reports: N/A

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.

STEM 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.

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 lifechanging.

The College is renowned for its exemplary research in many STEM areas across the Schools of Engineering, Health and Biomedical Sciences, Science, and Computing Technologies. Our research addresses issues of global importance, and concerns at local, national and international levels. Highly experienced researchers adopt a collaborative approach to identify innovative, timely and ground-breaking solutions that benefit society. With globally recognised researchers supported by state-of the-art facilities, the College offers exceptional opportunities for postgraduate, postdoctoral researchers and academic staff. Our brilliant researchers attract significant 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 STEM College & Vice President, the STEM College we have established new Industry Innovation Hubs with significant industry engagement at scale in our priority sector areas including space tech, advanced manufacturing, food, health tech and digital tech. Our connections are with global industry via RMIT Europe, RMIT Vietnam, and our nodes/centres in India and HK.

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 STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

STEM College employs 1,200 staff who deliver onshore and offshore programs to approximately 30,000 students (including around 1500 PhD students).

We are here to positively impact the world and create the next generation of STEM leaders. Click here for more information about STEM College.

The Leading Research Centre (LRC) initiative is a mechanism designed to identify, support, and grow research areas of strategic priority to the STEM College and to RMIT.

The LRC scheme is intended to grow research excellence and reputation in priority areas for the STEM College. Its purpose is to establish the STEM College as world leading over time in identified key areas of research strength.

As part of the vision for the LRCs, STEM College wanted to identify research areas of strength in STEM at RMIT, using a bottom-up approach that allowed researchers to present a case for their own research areas of excellence.

With globally recognised researchers supported by state-of the-art facilities, the STEM College offers exceptional opportunities for the LRCs to take their research to the next level, using existing and new college research infrastructure to grow themselves. <https://www.rmit.edu.au/about/schools-colleges/stem-college/research/leading-research-centres>.

Position Summary

The position provides administrative and operational support to the Senior Manager, STEM College (Leading Research Centres and Agile Innovation Hubs) and the Associate Director, Research and Innovation, while also supporting the broader Leading Research Centres (LRC) and Agile Innovation Hub teams. The incumbent will assist in the coordination of daily activities, communication, scheduling, and documentation, and will play a key role in ensuring smooth operations during major events, activations, industry engagements, and internal research initiatives.

Working under the direction of the Leading Research Centres, Senior Coordinator, the position will contribute to the efficient functioning of the research support ecosystem within the STEM College. This includes assisting the Senior Coordinator in the implementation of the STEM indirect costing scheme, ensuring related administrative processes, documentation and stakeholder communication are accurate, timely and compliant with University frameworks.

The role requires a collaborative, detail-oriented administrator who can work proactively with staff, researchers, students, industry partners and external stakeholders, ensuring administrative processes are consistent with University policies and supporting continuous improvement initiatives across LRC and Hub activities.

Key Accountabilities

- Provide high-quality administrative and secretarial support to the Senior Manager, STEM College (LRC & Hubs) and the Associate Director, Research and Innovation, including diary management, meeting preparation, scheduling, travel coordination, credit card reconciliation and correspondence.
- Support communication, coordination, and workflow processes for the LRC and Agile Innovation Hub teams, including maintaining documentation, tracking actions, and ensuring information is shared effectively.
- Assist in planning, coordinating and delivering major events, workshops, activations and showcase activities for the LRCs and Hubs, including managing RSVPs, logistics, run sheets, room bookings, catering and stakeholder liaison.
- Assist the Leading Research Centres, Senior Coordinator in the implementation of the STEM indirect costing scheme, including coordinating associated administrative tasks, maintaining accurate

documentation, supporting communication with stakeholders, and ensuring alignment with University policies and financial governance requirements.

- Maintain strong working relationships with internal and external stakeholders to support research engagement, industry partnerships and collaborative activities.
- Contribute to process improvement initiatives by identifying opportunities to enhance administrative systems, event workflows and team coordination.
- Support cross-team collaboration during peak periods, including assisting other functions within Research & Innovation as directed by the Leading Research Senior Coordinator.
- Ensure compliance with University policies and procedures, including contributing to a safe and inclusive workplace environment.
- Uphold RMIT's values and actively contribute to a positive, collaborative and service-focused team culture.
- Perform other duties as directed by the Leading Research Senior Coordinator, Senior Manager or Associate Director consistent with the scope and classification of the position.

Key Selection Criteria

1. Demonstrated experience providing administrative and customer-focused support in a complex, fast-paced environment, preferably within higher education or research settings.
2. Strong organisational and time-management skills, with the ability to manage competing priorities, meet deadlines and support multiple stakeholders simultaneously.
3. Demonstrated experience coordinating events, workshops or stakeholder engagements, with strong attention to detail and logistical planning capability.
4. Highly developed communication skills, with the ability to interact effectively with staff, researchers, senior leaders, industry partners and external stakeholders.
5. Strong interpersonal skills and sound judgement, with the ability to build positive working relationships and contribute to a collaborative team environment.
6. Demonstrated initiative and problem-solving skills, including the ability to identify improvements to administrative processes and implement practical solutions
7. Proficiency in MS Office applications, digital collaboration tools and University administrative systems (or the ability to quickly learn new systems).
8. Ability to apply relevant University policies and procedures in day-to-day work and maintain confidentiality, accuracy and compliance.

Qualifications

Relevant qualification and/or relevant education and 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.