



Position Description - Web Coordinator

Position Details

Position Title:	Web Coordinator
College/Portfolio:	International and engagement
School/Group:	Experience
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
Time Fraction:	1.0
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 Experience Group's vision is to bring to life RMIT's 2025 strategy by putting the student at the centre of everything we do, creating a differentiated brand proposition, developing integrated deep insights for all of our global students, and cultivating a differentiated and relevant service experience for those segments. The Experience Group leads all sales and direct marketing activities. It also includes international admissions activities, international student services, sponsorship development, and agent management.

Position Summary

The web coordinator will contribute to the success of the RMIT Strategy by delivering a timely, well managed publishing service that is best practice across all of RMIT. This will support an effective and engaging platform that creates transformational experiences for staff in how they access information, engage with RMIT and collaborate for business results.

This role is part of a small, dynamic and creative team who deliver university-wide governance, content architecture, planning and publishing services for RMIT websites. They will coordinate, produce content, edit, publish and test web content to ensure web content is up to date.

Experiencing in web design as well as understanding of accessibility and usability of websites are essential along with ability to work closely with range of stakeholders.

Reporting Line

Reports to: Senior Manager, Digital Experience

Direct reports: NIL

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/safetysecurity/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

- Create transformational experiences for staff through the delivery of best practice RMIT-wide publishing and management of the website specific for staff. Accountabilities include:
- Be part of a team of motivated, engaged and professionals who are proactive advisors and deliver outstanding digital support to the University through industry-leading web capability, delivery agility and a team culture.

- Participate in the Centre of Excellence for the University-wide governance, content architecture and publishing services for RMIT websites ensuring high quality capability, timeliness, efficiency, consistency and alignment to strategy.
- Support and implement the governance, updates and management of all significant policies and procedures related to digital platforms.
- Deliver a best practice approach to site management, usage and optimal engagement to accelerate delivery of our strategy.
- Role model the RMIT values and be an active member of the Digital team.
- Create, edit and publish content on the AEM platform and other platforms where necessary.

Key Selection Criteria

1. Strong web design and development knowledge as well as experience using Adobe Experience Manager content management systems.
2. Demonstrated experience in using Analytics and tagging software. Experience in Adobe Analytics will be preferred.
3. Experience in content authoring, editing and publishing (including knowledge of SEO, accessibility, usability, writing for web best practices and technical issues).
4. Excellent communication and stakeholder management skills are essential as this role will work closely with range of stakeholders and enhance their understanding of digital and search.
5. Ability to understand and translate complex information into simple yet engaging content that appeals a range of audiences.

Qualifications

Industry certifications and experience in Adobe Experience Manager and training preferably within large, complex knowledge-based organisations.

Bachelor degree in a marketing, communications, IT or multimedia discipline or equivalent combination of relevant experience, education and/or training.

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: Darren Boyle Title: Director, Digital Date: July 2025	Approved:	Signature: Name: Alex Hammond Title: Associate Director, Digital Engagement Date: July 2025
-----------	--	-----------	---