



Position Description – Executive Assistant & Project Support Officer

Position Details

Position Title:	Executive Assistant & Project Support Officer
College/Portfolio:	Education
School/Group:	ADVCE Group
Campus Location:	Primarily based at City campus, and the potential to work across other RMIT campuses as required.
Classification:	HEW 7
Time Fraction:	1.0
Employment Type:	Continuing
Reporting Line:	Senior Operations Manager
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.



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.

Education Portfolio

The Education Portfolio is headed by the Deputy Vice-Chancellor Education and Vice President who leads the planning and implementation of the University's strategies related to RMIT's academic programs and the RMIT student experience. The Portfolio is responsible for services to support the quality of RMIT programs, including the professional development of academic staff, continuous improvement of the student experience, learning and teaching outcomes and the management of learning and research information sources.

Under the leadership of the Associate Deputy Vice-Chancellor Education, this central group provides coordinated operational support to the Centre for Education, Innovation & Quality (CEIQ), the Generative AI Lab for Education (GAILE) and The Academy. The group delivers:

- End-to-end program and project management for key education initiatives (scoping, planning, delivery, risk management and benefits realisation)
- Integrated planning and governance to align activities with University-wide education priorities
- Strategic budgeting and resource prioritisation to maximise impact and value
- Targeted communications and stakeholder engagement
- People- and safety-focused support, including oversight of OHS and broader risk consideration

Through these functions, the central group enables each area to focus on its specialist remit while ensuring alignment with University-wide priorities, consistency in processes and efficient use of resources.

We partner and collaborate with RMIT Colleges/Schools and other portfolios to support staff across the University.

Position Summary

Reporting to the Senior Operations Manager, The Executive Assistant & Project Officer provides high-level executive support to the ADVCE, with a strong focus on proactive problem solving, and stakeholder management. The role delivers comprehensive executive assistance, including diary and inbox management, preparation of high-quality communications and briefing materials for the ADVCE, and coordination of meetings, events and stakeholder engagements.

In addition, the position provides targeted support to priority initiatives/events aligned to the university's priorities. This includes assisting with the development and maintenance of key project schedules, coordinating inputs and deliverables from multiple stakeholders, and supporting project governance activities such as preparation of papers, minutes and action tracking.

Key Accountabilities

- Provide high-level, confidential executive support to the ADVCE, including proactive diary and inbox management, coordination of all travel and itineraries, end-to-end scheduling and preparation for internal and external meetings, visits and events.
- Draft, edit and coordinate a wide range of communications for the ADVCE, including email briefs, speeches, talking points, scripts, run sheets and presentation materials for meetings, forums, events and stakeholder engagements, ensuring key messages are clear and consistent.
- Provide comprehensive committee and meeting support for the ADVCE, including agenda and paper preparation, collation and quality checking of submissions, minute-taking, action tracking and follow-up with stakeholders to ensure timely completion.
- Establish and maintain effective and compliant systems for HR-related administration across the ADVCE's portfolio, ensuring alignment with University policy and enabling accurate reporting and auditability.
- Coordinate events, visits and stakeholder engagements for the ADVCE Group from planning through to delivery, managing logistics, budgets, briefing materials and stakeholder liaison to ensure professional execution and positive stakeholder experiences.
- Coordinate medium and large-scale events by leading the end-to-end project planning, stakeholder engagement, resource allocation and risk management to ensure events are delivered on time and within budget
- Coordinate project deliverables and interdependencies across projects and business activities.
- Monitor and report project risks and issues, supporting mitigation actions.
- Manage relationships and communication with diverse stakeholder groups, ensuring alignment, timely information flow and effective issue resolution
- Provide governance and administrative support for project working groups and forums

Key Selection Criteria

Essential:

- Demonstrated experience providing high-level executive and office support with the ability to act with discretion and strict confidentiality.
- Proven ability to work proactively and autonomously, using initiative, discretionary judgement and problem-solving skills to make sound decisions.
- Highly developed written and verbal communication skills, including the ability to draft correspondence, and to liaise effectively with a wide range of internal and external stakeholders.
- Demonstrated experience in diary and travel management, meeting and event coordination, and records and information management, with strong organisational skills and attention to detail.
- Experience supporting projects or initiatives, including planning, tracking actions and timelines, and synthesising information from multiple sources to provide clear analysis and advice.
- High level of digital literacy, including proficiency in Microsoft Office, email, internet and electronic document/records management systems.

Desirable:

- Previous experience in an Executive Assistant or Project role

Qualifications

A relevant tertiary qualification and/or demonstrated experience and expertise in a similar role, preferably with an understanding of the tertiary education sector.

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.