



Position Description- Executive Assistant People & Culture

Position Details

Position Title:	Executive Assistant
College/Portfolio:	People & Culture
Campus Location:	Based at the City campus
Employment Type:	Continuing
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 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.

People & Culture Portfolio

The People and Culture Portfolio creates vibrant, inclusive and empowering workplaces where people thrive. We shape contemporary employment frameworks, policy and processes, and build strategic partnerships across RMIT to enable individual and Group success. We attract and retain talented people from diverse backgrounds, supporting them throughout the employee lifecycle while fostering wellbeing, leadership and fulfilling career pathways.

Position Summary – Executive Assistant People & Culture

Reporting to the Executive Officer & Governance Coordinator and working closely with the People Leadership team (PLT) and Associate Director People & Culture to support the team to deliver the people & culture priorities for the University. This role will provide administrative support to the Executive Officer & Governance Coordinator and be

responsible for the diary management of the PLT, fielding inquiries and managing requests from the People & Culture team members. The role involves international/domestic travel bookings, meeting room bookings including set up and pack down, event coordination particularly for the People & Culture Town Hall meetings, end of year event and yearly awards, purchase order creation and invoice processing and tracking, maintaining the People & Culture email distribution lists and meeting invites with new team members, minute taking and ad hoc administration duties as required. Providing leave cover to the Executive Officer and Governance Coordinator. Attention to detail is imperative together with discretion, time management and organisational skills. Working in a team environment the Executive Assistant will be approachable, responsive, adaptable and proactive in the delivery of an effective service in a diverse range of duties.

Reporting Line

Reports to: Executive Officer & Governance Coordinator

Direct reports: N/A

Key Accountabilities

- Provide high level confidential support services to the People Leadership team to maximise the productive use of their time including confidential and timely scheduling and management of appointments and meetings, preparing correspondence, agendas, papers and presentations.
- Provide administration support to the People Leadership team including travel and accommodation bookings, invoice management and tracking, room bookings and AV requirements, ordering catering and monitoring spend against budget allowance. Minute taking when required.
- Support the Executive Officer and Governance Coordinator, in prioritising and triaging of queries and critical matters that require P&C Leadership input.
- Assist the Executive Officer and Governance Coordinator to support the office of the Vice-President People & Culture in the day-to-day activities generated through the office.
- Oversee the organisation and coordination of People & Culture team meetings and events example P&C townhalls. This would include booking appropriate and varied venues, organising furniture and catering, arranging audio-visual and IT requirements.
- Oversee the tracking of P&C's events related financial transactions.
- Deputise for the Executive Officer and Governance Coordinator, while they are on leave and as required.
- Support effective and timely communication and consultation with relevant stakeholders, on behalf of P&C Portfolio.
- Build and maintain working relationships with the different University Executive Assistant groups and other key internal and external stakeholders.

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.

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

Key Selection Criteria

1. Demonstrated experience in the provision of executive and administrative services with the ability to act with discretion and tact.
2. Demonstrated strong written and verbal communication skills with the ability to work flexibly and efficiently both autonomously and as a member of a team.
3. Ability to identify and resolve issues using knowledge and critical thinking.
4. Demonstrate the ability to manage multiple tasks and responsibilities simultaneously, while also adjusting focus and effort based on changing demands and priorities.
5. Strong capability to confidently and effectively use technology, manage digital communication platforms and use power point and excel resources.

Qualifications

1. A tertiary qualification is preferred but not a mandatory requirement.
2. Working with Children check