



Position Description – Higher Degree by Research Student Programs Coordinator

Position Details

Position Title:	Higher Degree by Research Student Programs Coordinator
College/Portfolio:	Business and Law
School/Group:	Research and Innovation
Campus Location:	Based at the Melbourne CBD campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 7
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 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

RMIT's College of Business and Law takes an industry and student-centred approach to its courses and programs, ensuring graduates are work ready and able to tackle business challenges, balance stakeholder needs, act as socially responsible global citizens and create fair and positive futures for all.

The College delivers impactful research informed by industry, which supports its strong position as a College at the intersection of business and technology with social impact. Its important work is underpinned by the principles of quality, collaboration, big ideas and putting people first.

As one of the largest Business Schools in the Asia Pacific region, the College is comprised of five schools – four in Melbourne and one in Vietnam – and delivers a broad range of programs in Business and Law, ranging from Degree to PhD levels.

The College's Business and Law programs are delivered in Melbourne as well as through RMIT Online, with its Business programs also available in Vietnam and through partner institutions in Singapore and Shanghai. The College employs over 1000 staff and delivers programs to over 26,000 students.

The College's central operations are located at RMIT University's City Campus in Melbourne and reside in the Swanston Academic and Emily McPherson buildings.

Click [here](#) for further details about the College.

Position Summary

The HDR Student Programs Coordinator is integral to elevating the academic journey of Higher Degree by Research (HDR) students at the College, aligning with the institution's global strategic vision. Responsible for providing operational, administrative, and secretariat support to the COBL Research and Innovation leadership team, the coordinator ensures an enriching environment for HDR students, overseeing administrative aspects of research events and collaborating on HDR-specific initiatives with the COBL Research Training Services Team and the School of Graduate Research. Beyond event management, the role encompasses implementing academic capability development programs, contributing to candidate recruitment, and supporting supervisor development. Reporting to the Associate Director, Research Operations, the coordinator actively collaborates with key stakeholders to deliver strategic projects and enhance the overall HDR student experience and research support within the College of Business and Law.

Reporting Line

Reports to: Associate Director, Research Operations

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/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

- Ensure effective customer service and a quality HDR student experience.
- Manage the provision of readily accessible information and advice for College HDR students to ensure student engagement and enrichment and ensure integration with related services through liaising with key School, College and University stakeholders.
- Produce digital content to promote and reflect the HDR student experience.
- Assist with the design, implementation and evaluation of engagement, information tasks and projects including HDR orientation and HDR Milestone Conferences, student engagement events and other information sessions providing regular reports and recommendations to Senior Leadership team.
- Be the primary College liaison point with RMIT COBL Research Training Services and School Graduate Research and ensure cooperative and productive relationships in support of students and student-initiated activities.
- Identify and report on trends, strengths, weaknesses, opportunities and risks for the HDR student experience and engagement and develop strategies for timely responses to improve the overall student experience.
- Work with the Director of Research Services and Programs to improve HDR internship uptake, promoting the benefits of internships to both HDR students and suitable external partners.
- Manage the implementation and end-to-end programs for Early Career Academics, including the development and implementation of a community of practice and useful resources.
- Work with the Director of Research Services and Programs to design, implement and maintain initiatives that uplift the College research culture.
- Other duties as directed within the scope of this classification. This position requires flexibility in work.

Key Selection Criteria

1. Demonstrated ability to manage all aspects of event management, from initial planning to effective execution
2. Demonstrated communication, relationship building and negotiation skills with the ability to work collegiately with academic and professional staff, students, and external clients from diverse cultural backgrounds.
3. Demonstrated project management skills including planning, budgeting, and resource management.
4. Demonstrated proficiency in applying engagement strategies within tertiary education.
5. Proven ability to deliver a high-quality customer service, applying understanding of stakeholder needs to improve their experience
6. Proven initiative and problem-solving skills and ability to work independently to quickly identify priorities and, where appropriate, take action without specific direction.
7. Strong communication skills, adept in conducting effective meetings and composing correspondence, reports, and action-oriented documents.
8. Proficient in adapting to evolving software, digital technologies, and service delivery needs, capable of spearheading the adoption of innovative technologies and paradigms.

Qualifications

Relevant tertiary qualifications and/or proven extensive 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:	Approved:	Signature:
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