RMIT
UNIVERSITY

Position Description – Project Manager – Measuring Digital Inclusion for First Nations Australians

Position Details

Position Title:	Project Manager – Measuring Digital Inclusion for First Nations Australians
College/Portfolio:	College of Design and Social Context
School/Group:	School of Media and Communication
Campus Location:	Primarily based at Melbourne City campus, and the potential to work across other RMIT campuses as required.
Classification:	HEW 8
Time Fraction:	1.0 (part time will be considered)
Employment Type:	Fixed Term (12 Months)
Fixed Term Reason:	Specific Task or Project
Reporting Line:	Chief Investigator

No. of Direct reports: Nil

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.

College of Design and Social Context

The College of Design and Social Context encompasses RMIT University's renowned art, architecture, design, built environment, communication, and social science disciplines. The college has 24,500 students and over 1,000 staff located in 8 schools.

The College's academic programs are generally market leaders and in high demand. Based on a strong foundation of practise led, industry partnered teaching and research, we aim to deliver skilled graduates with a deep sense of purpose, and high impact research and innovation.

For more information visit www.rmit.edu.au/dsc

School of Media and Communication

The School of Media and Communication pushes the boundaries of digital knowledge creation and future-focused practice. The School has a deep engagement with industry and the community that allows research and teaching to respond creatively and innovatively to global conditions.

In the most recent *QS Rankings by Subject*, RMIT was ranked 37th in the world for *Communications and Media Studies*.

The School is home to a vibrant community of practitioners, theorists and thinkers in communication, creative writing and publishing, screen, culture, digital ethnography, new media, journalism, public relations, advertising and music industry. The School has a strong international focus set to drive careers to succeed in the global context with programs and courses offered in Melbourne, Vietnam and Singapore.

The School embraces agility and flexibility to drive a field that is always evolving with emerging specialisations and new roles in an increasingly changing world. Extending the reach for excellence, teaching spaces have been adapted to meet world-class standards.

Partnership with industry and the community ensures we keep abreast of changing industry needs and new technologies of teaching and learning, supporting students in moving fluently between the classroom, the studio and the workplace. Work integrated learning is just one way of many in which the mutual benefits of industry and community partnerships are realised, connecting students directly to real-world projects that result in tangible outcomes.

A multidisciplinary network of research endeavour brings together experts across disciplines. Adopting a creative, critical and playful attitude to research, celebrating disciplinary diversity and leading in the development of practice-led approaches.

In the most recent Excellence in Research for Australia (ERA) ranking, RMIT was judged to be well above world standard (5) for the field of *Communication and Media studies* and above world standard (4) for the field of *Cultural Studies and Design Practice and Management*, reinforcing the dedication and expertise in these areas. RMIT was also judged to be at world standard (3) for the fields of *Film, Television, and Performing Arts and Creative Writing*.

For more information, visit www.rmit.edu.au/about/our-education/academic-schools/media-and-communication

ADM+S

The ARC Centre of Excellence for Automated Decision-Making and Society (ADM+S) is a cross-disciplinary, national research centre, which aims to create the knowledge and strategies necessary for responsible, ethical, and inclusive automated decision-making. Funded by the Australian Research Council from 2020 to 2026, ADM+S is hosted at RMIT in Melbourne, Australia, with nodes in seven other Australian universities. The Centre brings together leading researchers in the humanities, social and technological sciences in an international industry, research and civil society network. Its priority domains for public engagement are news and media, transport, social services and health. Learn more about the ADM+S Centre here: https://www.youtube.com/watch?v=AkyZpYjxNBc

ADM+S Commitment to Equity, Diversity and Inclusion
Equity, diversity, and inclusion are integral to the ADM+S Centre's mission: to create knowledge and strategies for responsible, ethical, and inclusive automated decision-making (ADM). The Centre recognises that racism, sexism, homophobia, transphobia, and ableism are principal obstacles to equity, diversity and inclusion, and remain primary causes of injustice and inequality. We believe that responsible, ethical, and inclusive ADM can deliver broad social benefits, including reducing inequalities for disadvantaged and vulnerable groups.

Position Summary

The Project Manager will be based at the ADM+S Centre at RMIT University, working with the Centre Director and other members of the Centre's research and professional team, in particular with the Measuring Digital Inclusion for First Nations Australians team, and staff on the connected Australian Digital Inclusion Index and Mapping the Digital Gap projects.

The Project Manager will collaborate actively with the Centre's national and international network of participants.

Position Purpose

The Project Manager will provide organisational support to the 'Measuring Digital Inclusion for First Nations Australians' project as well as the intersecting 'Mapping the Digital Gap' project. This includes supporting planning and coordination of fieldwork; managing relationships with stakeholders including First Nations organisations and community partners; developing knowledge management and communications strategies; establishing and maintaining frameworks, tools, protocols and processes to ensure effective management of information across the projects; assisting with hire and supervision of casual staff and HDR students; co-ordinating events including report launches and meetings; managing budgets and co-ordinating financial processes; and coordinating activities and staff in a busy multi-tasking environment.

'Measuring Digital Inclusion for First Nations Australians' is a three-year project funded by the Australian Government (DITRDCA) to measure digital inclusion for First Nations people nationally and track changes in the scale and nature of the digital gap relative to non-First Nations Australians. This will enable measurement and tracking of progress towards Closing the Gap Target 17 (CTG 17):

> *'By 2026, Aboriginal and Torres Strait Islander people have equal levels of digital inclusion'*.

The project is being undertaken by the [Australian Digital Inclusion Index (ADII)](#) and Mapping the Digital Gap research team within ADM+S.

[Mapping the Digital Gap](#) Phase 2 (2025-28) is a four-year place-based research project to measure and address digital inclusion in 10 remote communities across Australia. It builds upon Phase 1 undertaken in 12 communities since 2021, established through the ADM+S Centre in partnership with Telstra.

The project objectives are to: Generate a detailed account of the distribution of digital inclusion across remote Indigenous communities; Track changes in measures of digital inclusion for these communities over time; Inform the development and evaluation of appropriate local strategies for improving digital inclusion capabilities and services enabling informed decision making; Provide evidence to inform policy and program resourcing by government and industry.

*Special Measures

This is an Aboriginal and Torres Strait Islander Peoples Designated Position, classified under 'special measures' of section 12 of the Equal Employment Opportunity Act 2010. Only Aboriginal and Torres Strait Islander people are eligible to apply.

Key Accountabilities

- **Project Management**: Operational support for research projects, including managing project contracts / funding agreements, budgets and timelines to meet project milestones and deliverables; Organise regular team meetings, progress updates and co-ordination with ARC Centre of Excellence staff and industry partners; Arrange for signing of partnership agreements with community partners, and annual payments; Develop and implement processes to ensure integration with University, School and ARC Centre administrative systems and policies.
- **Research Fieldwork Planning Coordination**: Supporting logistics for intensive fieldwork schedule in regional and remote First Nations communities – engaging with community research partners in each site, scheduling and organising staff travel and accommodation in line with RMIT policies and ethics requirements.

- **Collaboration and Teamwork:** Coordinate regular meetings of the research team to plan research or report on current or upcoming activities or tasks; Arrange team workshops (6-monthly) for project planning and writing of joint articles; Keep all team members informed of tasks due using MS Teams and/or other shared project management tools; Support team with administrative tasks where needed, such as updating outputs on ADM+S and RMIT platforms.
- **Stakeholder Engagement and Communication**: Act as liaison for the team with external and internal stakeholders across community, government, industry and research sectors; Establish links in line with strategic goals of the projects, including maintaining strong connections with First Nations organisations and communities, government agencies, NGOs, and other partners; Arrange meetings with external researchers, statisticians, and subject matter experts to enrich the research process.
- **Reporting, Publication and Presenting**: Coordinate annual funding reports and deliverables; Support the preparation and publishing of research outputs including reports for internal and external audiences, academic publications and/or books, including writing and editing as required. Support the presentation of research outcomes at seminars, conferences and meetings, and through media, industry and/or policy engagement; Facilitating workshops and events to communicate research to stakeholders.
- Contributing actively to the ARC Centre's research culture, including participation in research collaboration and community-building within the Centre's research programmes and focus areas.
- Comply with University and ARC Centre requirements with respect to research ethics and integrity and data management.
- Comply with University health and safety policies, procedures, hazard reporting and safe work practices.

Key Selection Criteria

1. Demonstrated experience in a project management role in a research organisation or tertiary environment, including experience managing large/complex research projects and coordinating fieldwork, contract management and/or budget management.

2. Demonstrated ability to work autonomously whilst displaying a strong commitment to work in a team environment.

3. Demonstrated high level interpersonal communication skills including the ability to negotiate and liaise effectively with stakeholders, project team members, and central professional staff.

4. Professional report writing skills. Examples of high-quality report and/or research writing outputs.

5. Demonstrated ability to meet deadlines and to effectively manage varying workloads and respond to changing priorities as required.

6. High-level problem-solving skills and experience in reviewing processes and procedures with the ability to implement continuous improvement strategies.

7. Well-developed cultural competency and skills in cross-cultural communication (experience working with Aboriginal and/or Torres Strait Islander communities highly regarded).

8. Demonstrated history of behaviour aligned to the RMIT values (inclusion, imagination, agility, courage, passion and impact) and RMIT's Leadership and Educator & Researcher frameworks.

Note: For guidance on interview questions, please contact the Talent Acquisition team.

Qualifications

Mandatory: A post-graduate tertiary qualification and/or extensive experience in project management in a complex tertiary education or similar service environment.

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.