Position Description – Graduate

Position Details

Position Title: Graduate

Position Number: 8

College/Portfolio: Operations

School/Group: Varies based on rotation

Campus Location: RMIT City Campus. With the opportunity to visit/work at other campuses of the University and work flexibly.

Classification: HEW 5

Employment Type: Fixed-Term (12-months)

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 and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, 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

Operations Portfolio

The Operations Portfolio provides enterprise-wide support functions to the University, enabling our learning, research and engagement activities and delivering exceptional experiences for our students and staff.

The Portfolio incorporates the following business units: Data and Analytics, Enterprise Project & Business Performance and Enabling Services Reform, Finance and Assurance, Information Technology Services, Legal and Property Services Group.

The Portfolio is integral in bringing the RMIT strategy to life and supports the global operations of the University.

People & Culture Portfolio

The People and Culture Portfolio creates vibrant, inclusive and empowering workplaces where people can thrive. We shape contemporary employment frameworks, policies and processes, and build strategic partnerships across RMIT to enable individual and group success.

The portfolio includes Talent, Organisational Development, Performance, Strategy & Reward, People Business Partners, People Services and Policy Workplace Relations.

We attract and retain talented people from diverse backgrounds, supporting them throughout the employee lifecycle while fostering wellbeing, leadership and fulfilling career pathways.

International & Engagement Portfolio

The International and Engagement portfolio is responsible for driving RMIT's international agenda, including international partnerships, Asia strategy and global industry and innovation hubs

as well as oversight of our international operations including RMIT Vietnam and RMIT Europe. The portfolio also incorporates our key engagement functions including communications, global marketing, global student recruitment, alumni, and philanthropy and public engagement.

Position Summary

As an RMIT Graduate, you will be expected to participate in a 12-month Graduate Development Program, whereby the Graduate's will experience two 6-month rotations across professional services areas, supported by a professional development program.

As a Graduate, you are expected to:
- Provide a high level of service and expertise across a range of functional areas, processes, and tasks under supervision.

- Work closely with professional staff across Professional Services and Colleges in order to contribute to the continuous improvement and provision of service delivery to RMIT.
- Attend and contribute to graduate development activities and training.

The RMIT Graduate Program has program streams in the following business areas, depending on availability:

- Finance
- Health, Safety & Risk
- Information Technology Services
- International
- Office of the Chief Operating Officer (COO) - Targeted Role
- People & Culture
- Property Services

The position will participate in targeted professional development with other Graduates and be required to attend, complete, and participate scheduled professional development training and activities.

Reporting Line

Reports to: Graduate Development Program Lead and Host Area Line Manager.

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.

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

- Engage in projects and service delivery initiatives, assisting teams in achieving objectives.
- Collaborate with colleagues to enhance operational processes and procedures.
- Communicate effectively with team members and stakeholders to facilitate seamless operations.
- Prepare and organise essential documentation and reports to support team activities.
- Apply basic data entry and management skills to maintain accurate records.
- Demonstrate initiative in suggesting improvements to enhance efficiency and service quality.
- Participate in team meetings.
- Learn and apply organisational policies and standards in work execution.
- Approach tasks with a focus on learning and continuous development.

Key Selection Criteria

1. Willingness to develop an understanding of administrative advice and services, including the ability to learn and apply relevant policies, procedures, and agreements.

2. Emerging self-management and organisational skills, with a commitment to working efficiently and accurately, meeting deadlines, managing competing priorities, and contributing positively to team outcomes.

3. Developing initiative and problem-solving abilities, with a readiness to work independently, identify key issues, and take appropriate action under guidance.

4. Interest in contributing to continuous improvement, with a focus on learning how to enhance systems and processes while meeting compliance requirements in a service-oriented environment.

5. Effective communication skills, with the ability to engage clearly and respectfully with clients and stakeholders at all levels, both in writing and verbally

6. Ability to respond appropriately to sensitive information and situations; including demonstrated cultural sensitivity and cross-cultural communication skills.

7. Ability to use a range of information and communication technologies effectively including; Microsoft Office university software packages, web & email software, database use and management.

Qualifications

Diploma and/or Degree in relevant discipline.
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: Title: Date:	**Approved:**	Signature: Name: Title: Date: