

## Position Description – Project Administrative Officer

### Position Details

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<b>Position Title:</b>	Project Administrative Officer
<b>Position Number:</b>	TBA
<b>College/Portfolio:</b>	Science, Engineering and Health
<b>School/Group:</b>	School of Vocational Engineering, Health & Science
<b>Campus Location:</b>	Based at the City campus, but may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 5 Salary Schedule: <a href="http://www.rmit.edu.au/browse;ID=ewhltt73t01">http://www.rmit.edu.au/browse;ID=ewhltt73t01</a>
<b>Employment Type:</b>	Fixed Term (Specific Task or Project) <i>Note: See <a href="#">Reasons for fixed term appointments guideline</a> for explanation of fixed term categories</i>
<b>Time Fraction:</b>	1.0

### RMIT University

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RMIT is a global university of technology, design and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students.

One of Australia's original educational institutions founded in 1887, RMIT University now has 83,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and vocational education, applied and innovative research, and engagement with the needs of industry and the community.

With three campuses in Melbourne (City, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia and Sri Lanka, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 130-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates.

We are a 5-Star university under the QS Stars international evaluation system, and are 16th in the world among universities less than 50 years old (2016–17 QS Top 50 Under 50 index).

In the 2016 QS World University Rankings by Subject, RMIT is 16th in the world (highest ranked in Australia) in Art and Design, and 36th in the world (fourth highest in Australia) in Architecture and the Built Environment. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).

Our research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated “well above world standard” in 13 fields and “above world standard” in a further nine fields.

[www.rmit.edu.au](http://www.rmit.edu.au)

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## **College/Portfolio/Group**

The College comprises four Schools delivering a broad range of programs in science, engineering, health and technology at apprenticeship, certificate, bachelor, masters and PhD levels. Many programs articulate between vocational and higher education, creating pathways for further study. There is a vibrant research community attracting funding from a range of government and industry sources. The College has an annual income of approximately \$425 million and employs over 1,000 staff providing on and offshore programs to approximately 20,000 students.

RMIT University is an Athena SWAN member and the College of Science, Engineering and Health is central to driving improvements in gender equality, diversity and inclusion, particularly in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines.

Details about the College may be found at: [www.rmit.edu.au/seh](http://www.rmit.edu.au/seh)

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## **School of Vocational Engineering, Health and Sciences**

The School of Vocational Engineering, Health and Sciences offers a diverse range of certificate, diploma and sub-bachelor programs, and provides opportunities for students to extend their learning across the entire spectrum of vocational and higher education both within the College and beyond. With strong education links to industry, the school conducts a number of large-scale training contracts.

The School is predominantly city-based and has 240 staff, 3,282 students and an annual budget of \$75 million.

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## **Position Summary**

The Project Administrative Officer is responsible for providing a high level of service and expertise regarding a range of processes and tasks relating to the effective delivery of daily administrative tasks, reports, data entry. The Project Administrative Officer operates within the Industry Initiatives and Engagement team, encompassing the school of Vocational Engineering, Health & Science Industry Engagement and WTIF special projects (Workforce Training Innovation Fund) and will provide support to the Senior Manager, Business Development, and teams of Industry Initiatives and Engagement.

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## **Reporting Line**

Reports to: Senior Manager, Business Development

Direct reports: NA

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## **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.

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## **Key Accountabilities**

- Undertake daily administrative tasks to support the Senior Manager and teams of Industry Initiatives & Engagement data entry; data validation, research.

- Ensure accurate and timely communication with internal and external partners on all requests.
- Ensure the dissemination of specific and accurate information while maintaining confidentiality, integrity, compliance and meeting legislative reporting requirements of RMIT University with broad direction. Managing correspondence, reception of visitors, organising and schedule meetings and functions.
- To prepare correspondence/background information including presentation materials
- To provide administrative and secretarial support for the Industry Initiatives and Engagement team, including the preparation and distribution of agendas, ensuring agendas are appropriate, attending meetings and preparing minutes for distribution, ensuring decisions requiring actions are communicated appropriately by the chair
- Ensure accurate and timely communication with stakeholders on all requests
- Build effective working relationships and provide quality responses to a wide range of queries, whilst liaising closely with other areas of the organisation
- To make travel arrangements, organise itineraries for the Industry Initiatives and Engagement team;
- To undertake project identified through the work planning process (to be consistent with position description)
- To undertake other duties as directed by the Industry Initiatives and Engagement team in line with the accountabilities of this position.

### **Key Selection Criteria**

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1. Demonstrated experience in the provision of administration services, including knowledge of relevant University policies and procedures.
2. Demonstrated ability to work in a team environment and handle administrative tasks accurately and promptly.
3. Excellent communication skills, including skills in persuasion, information exchange, gaining assistance and in perceptively assisting the team to manage workloads, timelines and relationships.
4. Demonstrated ability to respond appropriately to sensitive information and situations; including demonstrated cultural sensitivity and cross-cultural communication skills.
5. Effective self and work organisation skills, including ability to work quickly but accurately, ability to meet deadlines and handle pressure of work volume, ability to prioritise own tasks and capacity to work as part of a team.
6. Demonstrated ability to contribute to the continuous improvement of systems and processes in a service-oriented environment.
7. Ability to use a range of information and communication technologies effectively including: Microsoft Office software packages, web & email software, database use and management.

### **Qualifications**

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A tertiary qualification or equivalent experience would be an advantage.

Note: Appointment to this position is subject to acquiring Construction Induction Card and Working with Children Check.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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