Position Description – Senior Administration Coordinator

Position Details

Position Title:	Senior Administration Coordinator
Position Number:	50024306
Portfolio:	College of Design and Social Context
School/Group:	College office
Campus Location:	Based at the City campus, but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 7 *Salary Schedule:* http://www.rmit.edu.au/browse;ID=ewhtlt73t01
Employment Type:	Fixed Term
Time Fraction:	1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. RMIT offers postgraduate, undergraduate, vocational
education and online programs to provide students with a variety of work-relevant pathways.

The University's mission is to help shape the world through research, innovation, quality teaching and engagement, and to create transformative experiences for students, getting them ready for life and work.

With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the
development of highly skilled, globally-focused graduates.

RMIT is redefining its relationship in working with and supporting Aboriginal self-determination. The goal is to achieve lasting transformation by maturing values, culture, policy and structures in a way that embeds reconciliation in everything the University does. RMIT is changing its ways of knowing and working to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous people.

RMIT's four campuses in Melbourne – Melbourne City, Brunswick, Bundoora and Point Cook – are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

As a global university, RMIT has two campuses and a language centre in Vietnam and a research and industry collaboration centre in Barcelona, Spain. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China and Indonesia, with research and industry partnerships on every continent.

RMIT was named as an Employer of Choice for Gender Equality (EOCGE) from the Workplace Gender Equality Agency (WGEA) in 2018 based on significant progress made in 2017, and Gold Employer status in the Australian Workplace Equality Index (AWEI) in recognition of our commitment to celebrating the diverse genders, sexes and sexualities (DGSS) of our community.

RMIT ranks 250th in the 2019 QS World University Rankings. The University also ranks eighth in Australia and 30th in East Asia and the Pacific for employer reputation, and 21st in the Top 50 Universities Under 50 Years Old.

RMIT is ranked 59th globally and 20th in the Asia Pacific for graduate employment, according to the QS Graduate Employability Rankings, RMIT also ranks in the world's top 400 in the 2018 Academic Ranking of World Universities and the 2019 Best Global Universities Rankings. RMIT also ranks in the world's top 500 in the 2019 Times Higher Education World University Rankings.

The College of Design and Social Context (DSC)

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 9 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 see www.rmit.edu.au/dsc

Position Summary

The Senior Administration Coordinator manages the College's Executive Committee/s. The position works closely with the Pro Vice-Chancellor DSC, Director Planning and Resources, and the Deputy Pro-Vice Chancellors, and ensures effective communication and engagement with Deans and senior leaders across the College and University. In addition, the role coordinates the College's academic promotions process.

Reporting Line

Reports to: Director, Planning and Resources

Direct reports: N/A

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

- Manage the College Executive Committee/s, including:
    - tracking academic program development and approvals processes
    - ensuring compliance with academic governance and terms of reference pertinent to the College's Executive committee/s
    - minute taking; scheduling and coordinating agendas in conjunction with stakeholders across the College and University
    - maintaining records relevant to the College Executive committee/s and reports
    - provision of expert advice to School committee chairs and other committee members on committee terms of reference, operating procedures and relevant policy documentation and
    - coordinate committee administrative requirements for Executive planning activities such as workshops

- Coordinate the College's academic promotions process including:
  - management of the operational aspects of the promotions process including all application data, and both internal and external reports
  - provision of accurate advice regarding procedures and policies
  - scheduling panel meetings and preparation of packs for panel members
  - attending panel meetings and preparation of feedback memos for the PVC and VC
  - working in collaboration with the University promotions team throughout the promotions period to identify and resolve issues

- Develop and maintain appropriate knowledge management and tracking processes to support governance and the College Executive Committee.

- Maintain detailed knowledge of University policy and procedures to ensure the provision of accurate, compliant and consistent application of these to governance related tasks.

- Develop and maintain pro-active and effective working relationships and networks with key RMIT stakeholders, including: the PVC, Director of Planning and Resources, Deans of School, the Senior Manager Planning and Operations, School administrative staff and the Organisational Development group, to ensure effective management of the College's Executive committee and the college academic promotions process.

Key Selection Criteria

1. Significant experience in a senior administrative role, preferably in the tertiary education sector.

2. Demonstrated skills in the analysis, interpretation and application of institutional policies and processes.

3. Demonstrated organisational and planning skills.

4. Demonstrated ability to collaborate with stakeholders to achieve priorities and outcomes against firm timelines.

5. Demonstrated highly developed interpersonal and written communication skills, including the ability to consult and negotiate agreed outcomes, maintain strong working relationships, and to work effectively with people at all levels of the organisation.

6. Demonstrated successful development and implementation of new procedures and processes

Qualifications

Endorsed:	Signature: Name: Title: Date:	**Approved:**	Signature: Name: Title: Date: