

Position Description – Communications Advisor

Position Details

Position Title:	Communications Advisor
Position Number:	50069194
Portfolio:	Operations
School/Group:	University Communications
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 6
Employment Type:	Fixed Term – 12 months
Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work.

One of Australia's original educational institutions founded in 1887, RMIT University now has 87,000 students including 14,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located.

With three campuses in Melbourne (Central Business District, 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, Sri Lanka, Belgium, Germany, Austria and The Netherlands, 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 (2016-2017 QS Top 50 Under 50 index).

In the 2018 QS World University Rankings by Subject, RMIT is 11th in the world (highest ranked in Australia) in Art and Design, and 26th 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.

Portfolio

The Operations Portfolio enables an integrated, enterprise wide delivery for best practice student and staff experiences.

The Portfolio incorporates the following business units: Business Performance Improvement (BPI), Communications, Enterprise Project Management Office (EPMO), Global Marketing & Student Recruitment, Human Resources, Information and Technology Services (ITS), Office of the Chief Operating Officer, Procurement and Property Services Group (PSG).

The Portfolio houses significant drivers and delivery components across the staff and student journeys and enables the overall experience for both groups. The Portfolio is integral in bringing the RMIT strategy to life, across the globe. Each of these functions supports the global operations of the University both directly as well as through its controlled entities.

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Position Summary

The Communication Advisor will work closely with the University Communications Manager to provide a high level of communications support that drives the strategic agenda in line with the overall RMIT strategy.

The role will support and implement the planning, delivery and measurement of impactful, multi-media content, and information across the University as needed. As a Business Partner, this role will develop and maintain outstanding cross functional relationships across the Colleges and Portfolios to directly service leaders and more deeply embed effective internal communications.

The role will ensure that all communications are represented in University-wide communication planning and frameworks, and will work closely with the teams responsible for internal and external communication, to ensure alignment and impact.

Reporting Line

Reports to: University Communications Manager

Direct reports: nil

Organizational 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

- Provide a high level of communications support that supports and drives the agenda in line with the RMIT plan.
- Supporting the University Communications Manager, drive the delivery of an integrated communication strategy that includes a strong and aligned narrative.
- Delivery and measurement of impactful, multi-media content and management of relevant and effective channels.
- Develop and maintain productive, professional cross functional relationships with subject matter experts, leaders, Schools and Colleges as well as RMIT service areas to directly service leaders and more deeply embed effective internal communications.
- Ensure all communications are represented in University-wide communication planning and frameworks, and work closely with the central communications team to ensure alignment and impact.
- Create high quality content that meets the organization's needs.
- Be an active member of the University Communications team with outstanding teamwork, collaboration led by a values-lens.

Key Selection Criteria

1. Demonstrates experience in dealing with business partners, coaching and counseling them, and emerging skills in influencing leadership thinking in strategic communications.
2. Effectively builds relationships within the organization to help achieve business outcomes.
3. Effectively selects the most beneficial channel mix depending on audience and desired outcomes. Experience in channel management is beneficial.
4. Understanding of how to collect, analyze, and interpret data to develop an understanding of

stakeholder motivations, preferences and opinions.

5. Uses in-depth knowledge of key audience values to achieve communication goals beyond mere understanding or agreement, such as engagement and active support.
6. Exhibits understanding of how to influence business strategies and ensure alignment and impact of the communication activities.
7. Strong professional writing and editing skills, including writing for multiple audiences in various formats both print and digital environments.
8. Outstanding interpersonal, communication and negotiation skills coupled with ability to be able to operate independently.

Qualifications

A degree with subsequent relevant experience; or

- extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
- an equivalent combination of relevant experience and/or education/training.

Endorsed	Signature: _____ Name: Ashlee Faletic Title: ED, Communications Date: June 2018	Approved	Signature: _____ Name: Title: Date: ____/____/____
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