



## Position Description – Project Officer

### Position Details

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<b>Position Title:</b>	Project Officer
<b>Position Number:</b>	NEW
<b>College/Portfolio:</b>	College of Design and Social Context
<b>School/Group:</b>	Media and Communication
<b>Campus Location:</b>	Based at the Melbourne City campus but may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 6
<b>Employment Type:</b>	Fixed Term (Specified Project)
<b>Time Fraction:</b>	0.5

### RMIT University

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

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. 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.

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.

We are also committed to redefining our relationship in working with and supporting Aboriginal 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

We're proud to share with you:

- The launch of our second **Reconciliation Plan for Dhumbah Goorowa**– a “**commitment to share**” - **an important step in our reconciliation journey**.
- RMIT University is an **Athena SWAN** member with Bronze Award accreditation 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.
- RMIT was placed **10th in the 2019 Randstad Employer Brand Research Awards**, up five spots from 2018.
- We were named as an **Employer of Choice for Gender Equality** by the Workplace Gender Equality Agency in 2019.
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018 and now in 2019.
- We were recognised as a **top five employer in 2018 for workplace accessibility** with the Australian Network on Disability.

### **RMIT Standings in university rankings**

RMIT has a deep commitment to innovation, research and teaching, we are a 5-Star university under the QS Stars international evaluation system and are **238th globally in QS World University Rankings 2020** (moved up 12 places compared to 250th last year), being also 32nd in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2019 QS World University Rankings by Subject, RMIT was positioned 12th in the world (highest ranked in Australia) in Art and Design, 22nd in the world (fourth highest in Australia) in Architecture and the Built Environment, and 37th in Media and Communications. 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).
- In the 2018 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and Media Studies. The 2018 Shanghai Ranking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.
- In the specialised rankings, RMIT is ranked 77th in the QS Graduate Employability Rankings 2020 and 82nd in the inaugural Times Higher Education University Impact Rankings 2019.
- RMIT also ranks in the world's **top 400** in the 2019 Academic Ranking of World Universities and in the world's **top 400** in 2020 Times Higher Education World University Rankings.

For more information, visit [rmit.edu.au/about](http://rmit.edu.au/about)

### **College of Design and Social Context**

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

## **School of Media and Communication**

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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](http://www.rmit.edu.au/about/our-education/academic-schools/media-and-communication)

## **Position Purpose**

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On 9 October 2019, the Commonwealth Government announced funding for the ARC Centre of Excellence for Automated Decision-Making and Society. The Centre has been awarded Australian Research Council (ARC) funding of \$31.8m over seven years, 2020-2026. An additional \$39.3 million in cash and in-kind support has been committed by the Centre partners. The Centre will be hosted at RMIT, with Julian Thomas as Director and Jean Burgess (QUT) as Associate Director.

The Centre's Investigators are internationally renowned experts in the core disciplines essential to the Centre's collaborative approach, coming from across the humanities, social and technological sciences, with strong records of innovation, impact and external engagement.

The recent rapid expansion of automated decision-making, enabled by a wide range of technologies from machine learning to the blockchain, has given rise to new risks to human rights and welfare. Potential harms range from data discrimination against disadvantaged communities to the spread of disinformation

for political and commercial ends. Increasing inequality, lower productivity and diminished economic security have all been highlighted as risks in the coming decade.

The Centre aims to contribute to the mitigation of these social and economic risks in the development and implementation of ADM, and to improve outcomes and efficiencies in four key focus areas where automation is already well advanced: news and media, transport and mobility, health care, and social services.

## **Position Summary**

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The ARC Centre Project Officer is a professional staff appointment based with the Automated Decision-Making and Society Centre, in the School of Media and Communication and will coordinate and drive operational and administrative activities of the Centre across all its locations and under direction of the Manager, Business and Operations and Chief Operating Officer.

## **Reporting Line**

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Reports to: Manager, Business and Operations

Direct reports: None

## **Organisational Accountabilities**

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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**

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- Work autonomously to liaise between Centre staff, researchers HDR students, and process experts, both internal and external to the School, including from Central and Faculty based services, and process managers to provide advice on policy and procedures as appropriate, including in matters relating to HR, events and other university services;
- Work collaboratively with other Nodes to support Centre outreach activities, functions and marketing projects;
- Coordinate the logistics and prepare materials for the successful running of Centre workshops, conferences, retreats and outreach activities as directed;
- Undertake tasks as directed by the Centre Manager, Business and Operations and Chief Operating Officer, and ensure timely completion of tasks by coordinating key personnel and documents and producing reports as required;
- Respond to queries independently, using sound judgement to resolve queries or redirect calls as appropriate;
- Arrange travel and accommodation bookings for Centre members and visitors;
- Ensure that monthly financial reports are coded correctly and promptly reported to relevant staff.
- In consultation with Faculty HR be the point of contact for academic staff within the Centre in relation to recruitment and selection issues, processes and timelines;
- Liaise with Centre members to ensure all necessary HR paperwork is completed and staff inductions are undertaken.
- Draft and respond to correspondence as directed;

## Other duties

- Work closely with School Professional Service team to provide consistent, compliant, high quality support;
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S);
- Other duties as directed

## Key Selection Criteria

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1. A degree with subsequent relevant experience or extensive experience and specialist expertise in providing high-level administrative support in a university environment or similar large and complex organisation including travel management, correspondence, management, document development, information management and high-level stakeholder liaison.
2. Demonstrated ability to work effectively, flexibly and collaboratively with colleagues within and beyond the immediate work unit, contributing to the achievement of team goals.
3. Demonstrated commitment to quality and continuous improvement, and proven ability to interpret and apply policies, procedures, and systems consistently, provide advice and to drive creative solutions through to implementation within the immediate work area.
4. Proven ability to work independently, use initiative and prioritise tasks and meet deadlines in a demanding environment with excellent attention to detail and a commitment to quality assurance
5. Demonstrated effective interpersonal with the ability to interact effectively with a broad range of people.
6. Demonstrated highly developed organisation, interpersonal, oral and written communication skills and the proven ability to liaise effectively with a wide range of management, staff and external parties on complex, sensitive and confidential issues.
7. Demonstrated high-level computer skills using Word, Excel, databases, a variety of booking and reconciliations systems, internet and email with the focus on accuracy and attention to detail.
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.

## Qualifications

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### Desirable:

- A tertiary degree in administration or equivalent relevant experience in administration.
- Previous experience working in a large research institution, University or ARC Centre of Excellence.

Note: Appointment to this position is subject to passing a Working with Children check.

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