

Position Description – Communications Officer

Position Details

Position Title:	Communications Officer, Industry Relationship Management (IRM)
Position Number:	NEW
College/Portfolio:	Operations – Industry Relationship Management AOD
School/Group:	Engagement
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 5
Employment Type:	Fixed Term (to 30 September 2020)
Time Fraction:	1.0

RMIT University

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.

College/Portfolio/Group

The Engagement Portfolio sits at the heart of an ecosystem including businesses, government and start-ups, along with a highly valued community of alumni, donors and entrepreneurs.

The Engagement Portfolio includes the Global Partnerships & Engagement, CRM & Enablement, Activator and Philanthropy teams.

The Engagement Portfolio creates and nurtures connections between people, organisations and communities to deliver transformative student experiences, improved graduate outcomes, future-focussed workforce development, research impact and valuable industry collaboration.

The Engagement Portfolio is also a key driver of one of RMIT University's 2020 Areas of Delivery. The Areas of Delivery are the shared priorities the University is working on together to deliver on the 2020 Ready for Life and Work strategy.

Position Summary

The Communications Officer is primarily responsible for planning and delivering multi-channel communications that drive awareness, understanding and adoption of key activities and enhancements within the Engagement Portfolio's associated Area of Delivery.

The position will be responsible for planning, writing and editing a range of content assets, including website articles, newsletters, and other material for internal and external audiences. They will also support engagement activities and events for key audiences and stakeholder groups.

The Communications Officer has strong written and verbal communication skills, excellent time management skills and can confidently engage with project team members and colleagues across the university.

Reporting Line

Reports to: Communications Advisor (Engagement)

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

- Support the planning, delivery and creation of impactful, multi-media content through digital and traditional channels, to support project goals.
- Use online forums and communities to foster engagement with staff members and create awareness and adoption of project deliverables.
- Source information directly from stakeholders at all levels to produce stories of interest to RMIT staff members
- Support the planning and execution of engagement activities, including internal events, to drive support and advocacy amongst key project and strategic stakeholders.
- Work directly with designers, photographers and other suppliers to manage the delivery of print and digital content assets, ensuring timeliness, content alignment and reliability/accuracy.
- Use analytics to report on the impact of Engagement communications.
- Establish positive working relationships with staff across the university and implement strategies to benefit RMIT as a whole.
- Work effectively in a team environment and co-operate positively with colleagues across the University, including the broader Communications and Engagement teams.

Key Selection Criteria

1. Excellent communication skills and demonstrated passion for delivering creative and impactful communications experiences
2. Strong professional writing and editing skills, including writing for multiple audiences in various formats across print and digital environments
3. Demonstrated ability to support the planning of events, including impeccable organisation and time management skills
4. Aptitude for identifying, uncovering and researching engaging content opportunities from across diverse stakeholder groups.
5. Demonstrated ability to collaborate with others to produce video, photography, illustration and design content.
6. Excellent interpersonal skills and a demonstrated ability to establish and maintain effective professional relationships.
7. Proven ability to work without constant supervision in a busy office and meet deadlines.
8. High degree of computer literacy.

Desirable

1. Experience using Adobe Indesign and/or Photoshop

Qualifications

A relevant qualification and relevant experience, or an equivalent combination of study and experience.

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