



Position Description – Project Manager

Position Details

Position Title:	Project Manager
Position Number:	New
College/Portfolio:	College of Design and Social Context
School/Group:	School of Global, Urban and Social Studies
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
Employment Type:	Fixed Term (2.5 years) – Specific task/project
Time Fraction:	0.6

RMIT University

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

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 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 see www.rmit.edu.au/dsc

School of Global, Urban and Social Studies (GUSS)

Located in the heart of Melbourne on RMIT's City Campus, the School of Global, Urban and Social Studies is one of RMIT's largest schools. The School's vision is to contribute to a just and sustainable world, and to deliver education, training and research in four areas of focus:

- Criminology, legal and justice studies
- Global studies, languages, translating and interpreting
- Social work, youth work and social policy
- Sustainability and urban planning

We provide academic programs in Higher Education in these four main areas. We are a strongly research active school with research centres of national and international reputation - the Centre for Urban Research and the Social and Global Studies Centre.

With outstanding industry links, strong pathways and excellent research records, most of the School's academic programs are leaders in the market and in high demand. We aim to ensure every student has a transformative experience to prepare them for life and work in the growing professional areas of the future.

For more information, see <http://www.rmit.edu.au/socialhumanities>

Position Summary

The Project Manager will join an interdisciplinary team on an ARC Linkage Project titled 'Borderline Personality as Social Phenomena' (LP190100247). This large international research group includes academics, lived experience researchers and industry partners representing key mental health organisations in Victoria and Australia. The team combines unique expertise in critical mental health research, medical humanities, qualitative and arts-based research in mental health, psychology and psychiatry, and is guided by collaborators with lived experience and an Advisory Group. The project is based at the Social and Global Studies Centre, Global, Urban and Social Studies (GUSS), RMIT University.

Reporting Line

Reports to: Professor, Social and Global Studies Centre

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

Specific accountabilities for this role are detailed below. It is not the intention of the position description to limit the scope or accountabilities of the position, but to highlight the most important aspects of the position. These aspects may be altered in accordance with the changing requirements of the role. Other duties, pursuant to the goals of the project, may be required, in consultation with the line manager.

- In collaboration with the Research Fellow, Research Associate and the project's investigators, develop a three-year project plan and timeline, and identify and monitor milestones.
- Administrative management of the project, including organising Advisory Group and Investigator meetings; communicating with research participants, Advisory Group members, and the research team; preparing agendas; taking minutes; and assisting with reporting to funding bodies and key stakeholders.
- Collaborate closely with the Research Fellow and Research Associate on all aspects of project management including managing the production of digital resources.
- Contribute to establishing and developing content (e.g. project updates) for the project website on Healthtalk Australia.
- Manage overall project budget, in collaboration with GUSS finance team; lead CI and the Research Fellow.
- Assist with preparing, editing and completing research reports to funding bodies.

Key Selection Criteria

- Demonstrated excellent written and verbal communication skills and attention to detail, with proven ability to effectively analyse information, and produce written documents for a range of audiences (lay and specialist) that are clear, succinct and engaging.
- High level ability to work independently and to solve problems using discretion, initiative and flexibility.
- Proven initiative and problem-solving skills.
- Demonstrated ability to organise and prioritise work, manage complex and multiple tasks to tight timelines, experience in managing projects and reporting outcomes related to project plans.
- Ability to work effectively and flexibly in a team environment and independently.
- Demonstrated experience and expertise in the provision of quality academic administration services in a tertiary environment, including sound knowledge of relevant university policies and procedures.

- Demonstrated high level of computer literacy, with experience in Microsoft Office software packages and database packages.

Qualifications

Mandatory: University qualification with subsequent relevant experience.

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

Endorsed:	Signature: Name: Professor Robin Goodman Title: Dean of School, GUSS Date:	Approved:	Signature: Name: Professor Tania Broadley Title: DVC & Vice President, DSC Date:
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