Position Description – Project Coordinator

Position Details

Position Title:	Project Coordinator
Position Number:	NEW
College/Portfolio:	College of Design and Social Context
School/Group:	School of Media and Communication
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 (Research)
Time Fraction:	0.3

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

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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 three years in a row!
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018, 2019 and 2020.
- We were recognised as a **top five employer in 2018 for workplace accessibility** by the Australian Network on Disability and awarded with **Disability Confident Recruiter Accreditation** in 2020.
- In 2020, RMIT University has become the first Australian institution to receive the **HR Excellence in Research Award,** recognized by the European Commission.

RMIT Standings in university rankings

We are ranked **#1 in the world** for our efforts to reduce inequality in the Times Higher Education (THE) Impact Rankings 2020.

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 **223rd globally in QS World University Rankings 2021** (moved up 15 places compared to 238th last year), being also 18th in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2020 QS World University Rankings by Subject, RMIT was positioned 11th 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 2020 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 has moved up 51 places in the 2021 Times Higher Education World University Rankings, strengthening its reputation as a leading global university. The University has leapt more than 150 places since 2015 and is now ranked in the **top 301-350 band**.

- RMIT continued its strong performance in the 2020 CWTS Leiden Ranking, which ranks the world's top research-intensive universities, moving up 21 places to be ranked **293rd globally** on

proportion of international publications, and **ranking 225th** on proportion of top 5% publications, up 120 places from 2019.

For more information, visit www.rmit.edu.au/about

College of Design and Social Context

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 Media and Communication

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

Position Summary

The Project Coordinator will play an important role in the ARC-funded research project Connecting Asia-Pacific Literary Cultures: Grounds, Encounter and Exchange, which seeks to analyse and develop innovative creative practices to connect writers and evolve literary cultures in the Asia-Pacific region, with a view to improving transnational understanding and cultural literacies. The research project is advancing and testing the innovative model for cultural exchange established with the WrICE (Writers Immersion and Cultural Exchange) program, which since 2014 has created a network of 60 writers across 13 countries.

The Project Coordinator will provide crucial administration, planning, social media and budgeting support to the research team and will assist in the coordination of field research interviews, workshops, symposia and collaborative residencies. They will also coordinate and manage the data collection and transcription, project communications and documentation, and the content for the digital publications.

The Project Coordinator will have experience running literary or arts events, managing project budgets and timelines and liaising with stakeholders. They will be supported by the expertise of the project team.

Applicants with an established or emerging track record as creative writers will be preferred, and those from Indigenous and culturally and linguistically diverse backgrounds are strongly encouraged to apply.

Reporting Line

Reports to: Lead CI, Prof David Carlin

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

- Assist in managing, planning, coordinating and evaluating the project within timelines and budget, and ensuring compliance with quality and reporting requirements.

- Provide support to the research team through coordination and planning of research activities, data collection, transcription and documentation: interviews, workshops, symposia and collaborative residencies.

- Regularly engage in effective communication with the research team, and any project partners and others in order to develop and maintain good working relationships and, where relevant, build project-related domestic and international links and partnerships.

- Undertake internal and external - including public-facing - project communications including social media, web updates and media releases.

- Maintain responsible and ethical research practice in line with the Research Code of Conduct.

Key Selection Criteria

1. Bachelor Degree in Creative Writing, Media, Communication or a related discipline.

2. Demonstrated experience in project and financial management within an arts and/or university context.

3. Demonstrated creative or critical interest in one or more of the themes of the project: belonging and place; translation and language; and world-making and futures.

4. Ability to build effective networks and relationships with colleagues and liaise effectively with project partners.

5. Excellent interpersonal and communications skills—oral and written—appropriate for interacting with research team members and project partners, together with a strong commitment to teamwork and multidisciplinary collaboration.

Qualifications

Bachelor Degree in Creative Writing, Media, Communication or a related discipline

Desired: Undertaking or completed postgraduate study in relevant discipline

Endorsed:	Signature: Name: David Carlin, Lead CI, DP210102478 Title: Professor Date:	**Approved:**	Signature: Name: Lisa French, Dean, School of Media and Communication Title: Professor Date: