RMIT UNIVERSITY

Position Description – Project Officer, Quality and Enhancement

Position Details

Position Title:	Project Officer, Quality and Enhancement
Position Number:	New
College/Portfolio:	Education
School/Group:	Centre for Academic Quality and Enhancement
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 *Salary Schedule:* http://www.rmit.edu.au/browse;ID=ewhtlt73t01
Employment Type: 1	Continuing
Time Fraction:	1.0 FTE

RMIT University

RMIT is a global university of technology and design, focused on creating solutions that transform the future for the benefit of people and their environments.

One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 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 128-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 32nd in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index).

RMIT features among the world's top 200 institutions in 13 of the 30 subject areas in the 2015 QS subject rankings. We are among the world's top 100 universities in Art and Design; Architecture and the Built Environment; Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Aeronautical and Manufacturing); Computer Science; and Business and Management Studies.

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Education Portfolio

The Education Portfolio is headed by the Deputy Vice-Chancellor Education and Vice President who leads the planning and implementation of the University's strategies related to RMIT's academic programs and the RMIT student experience. The Portfolio is responsible for services to support the quality of RMIT programs, including the professional development of academic staff, continuous improvement of the student experience, learning and teaching outcomes and the management of learning and research information sources.

The Education Portfolio plays a key role in empowering students to access education, participate actively in the life of the University and achieve successful and fulfilling lives beyond graduation. The provision of a stimulating and satisfying experience for students is a priority for the University.

Centre for Academic Quality and Enhancement (CAQE)

The newly formed Centre for Academic Quality and Enhancement sits within the Education Portfolio under the direction of the Associate Deputy Vice Chancellor Education, Quality & Enhancement.

The Centre supports the attainment of academic standards across RMIT University and provides an enterprise wide interpretive and evaluative function to ensure consistent process, practice and design in academic quality supporting continuous improvement and transparency in reporting of enterprise wide outcomes to key bodies, boards to support compliance and enhancement.

The Centre and its operations supports consistency in design and direction across RMIT University to support the compliance and continuous improvement of all accredited programs and products, enhancing our student and staff experience.

The Centre partners and collaborates with RMIT Colleges/Schools and other portfolios to support staff across the University to embedded culture of academic quality and compliance.

Position Summary

Reporting to the Change and Engagement Manager, the Project Officer will contribute to the planning, management and delivery of project governance and frameworks for the Centre for Academic Quality and Enhancement.

In this position you will be supporting the project management set up for the new CAQE as part of a wider program team. You will provide project management support for all aspects of the relevant project(s), gaining expertise in the relevant areas, and developing all relevant project materials, as well as carrying out related project tasks and activities.

This includes ensuring project deliverables are efficiently organised and aligned, managing project interdependencies and related enablers; preparation and maintainance of project schedules and associated milestone reports; assessment of project statuses and progress, ensuring stages are documented correctly and that current issues, and risks and achievements are accurately reported to stakeholders and leadership; identify and analyse emerging risks and threats to project implementation and recommend mitigation, minimisation and/or elimination strategies and procedures.

Reporting Line

Reports to: Change and Engagement Manager

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

- Ensuring the efficient organisation and alignment of project deliverables, managing project interdependencies and enablers;
- Prepare and maintain project schedules and associated milestone reports;
- Assess project status and progress, ensure stages are documented correctly and that current issues, and risks and achievements are accurately reported to stakeholders and leadership;
- Identify and analyse emerging risks and threats to project implementation and recommend mitigation, minimisation and/or elimination strategies and procedures;
- Provide project governance support by undertaking administrative support for key project working groups, meetings or other activities including by producing written reports, meeting minutes and agendas;
- Undertake research, writing and data analysis tasks to feed into key reports and papers for University committees and management groups;
- Work collaboratively with key portfolios across the University;
- Other duties as required by the Project Manager, Quality and Compliance within the scope of the classification.

Key Selection Criteria

1. Demonstrated knowledge and experience of project work in a complex education setting;
2. Demonstrated high-level writing skills;
3. Strong analytical and problem-solving skills;
4. Ability to critically evaluate information gathered from multiple sources, reconcile conflicts, synthesise broad data and analyse at a detailed level to provide a general understanding
5. Good communication, presentation and interpersonal skills, including the ability to build and maintain effective relationships with internal and external stakeholders.
6. Demonstrated strong organisational skills and the ability to effectively plan, prioritise and manage projects according to designed project plans and timelines.

Desirable:
A knowledge and understanding of the tertiary education sector and academic quality compliance is highly desirable.

Qualifications

A relevant tertiary qualification.

Endorsed:	Signature: Name: Shona Leitch Title: Date:	**Approved:**	Signature: Name: Belinda Tynan Title: Date: