

Position Description – Project Officer

Position Details

Position Title:	Project Officer
Position Number:	NEW
College:	Business
School/Group:	Graduate School of Business and Law (Centre for Innovative Justice)
Campus Location:	Based at the City campus, but may be required to work and/or be based at other campuses of the University.
Classification:	HEW8
Employment Type:	Fixed Term (Specific Task or Project)
Time Fraction:	0.6 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.

www.rmit.edu.au

RMIT College of Business

The College of Business comprises 6 Schools delivering a broad range of programs in Business, at Traineeship, Certificate, Diploma, Bachelor, Masters and PhD levels. Many programs articulate between Vocational Education and Higher Education, creating pathways for further study. RMIT Business programs are delivered in Melbourne, Vietnam, Singapore, Shanghai and Jakarta, as well as through Open Universities Australia (OUA)

The College has an annual budget of approximately \$200 million and employs over 450 staff providing programs on RMIT global campuses and at partner locations to approximately 31,000 students (approximately 21,000 EFTSL). Enrolments of approximately 15,600 students in College programs in campuses and partner locations accounts for almost 11,000 EFTSL of this total.

In line with RMIT's strategic intent to be recognised as a global university of technology and design, the College mission is *to deliver in a global context innovative, industry-engaged education and applied research connected to business and design*. The five year vision for the College is focused towards cementing its reputation as a distinctive business school of international renown. Central to this vision are three main priorities which aim for a College which is:

- Sustainable in practice
- External in focus
- Transformative in impact.

The College has benefited from the University's investment in infrastructure with the College located in RMIT University's state of the art Swanston Academic and Emily Macpherson buildings.

Details relating to the College may be found at: www.rmit.edu.au/bus

RMIT Graduate School of Business & Law

In 2010 the Graduate School of Business & Law (GSBL) was launched in the new Emily MacPherson premises, opening an exciting new phase in RMIT's development of professional programs for the experienced, post-graduate business market. RMIT has one of the longest standing MBA programs in Australia. The GSBL is the next stage in the development of the Graduate School of Business which was formed in 2005 to focus on the development of RMIT's MBA programs for Executive, Graduate and Open University Australia students, and on executive programs for industry. These programs are now delivered to students, in the Melbourne and Vietnamese campuses and in partnerships in Malaysia and Hong Kong

In July 2007 RMIT introduced a Juris Doctor degree. This, like the original MBA, is designed to provide post-graduate students with the skills and training to become senior members of their profession. RMIT's location in the heart of a major Australian city ensures that the education provided can be closely linked to professional and industry needs.

The School has a wide range of research interests concentrating around strategy, Corporate Governance and Entrepreneurship along with legal research interests in International Law, Labour Law, Alternative Dispute Resolution, Internet Law and Corporate Governance and Regulation.

The Centre for Innovative Justice

The Centre was established in 2012 and researches, teaches and promotes modern and innovative ways of delivering justice both through formal court processes and within and across the broader justice system.

The Centre's objective is to drive, develop and expand the capacity of the justice system to meet and adapt to the needs of its diverse users, and to contribute in a positive way to addressing the underlying issues that bring people into contact with the justice system.

Position Summary

The Project Officer will be employed by the Centre for Innovative Justice and is responsible for advisory functions required to be delivered by the CIJ under the contract with Court Services Victoria for the Human Centred Design Reform Project, with duties including core administrative, service and resource functions to support the Children's Court Reform Project's activities and goals; for providing subject matter and policy advice and support to the Project

Lead (or delegate); for supporting the co-ordination of research activities and preparation of progress/final reports. The position has a strong service orientation – this includes existing and prospective partners and the public.

The Project Officer will be the key liaison person between the CIJ and the Children's Court Reform Project Team, being involved in coordinating the day-to-day running of the project, providing subject matter expertise liaison with stakeholders and representing the CIJ at stakeholder meetings if required.

Reporting Line

Reports to: Direct reporting to Rob Hulls and direct project reporting to the Project Lead for the duration of the project (Professor Ingo Karpen)

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 in relation to Human-Centred Design Reform Project

1. Manage the advisory functions of the Centre for Innovative Justice (CIJ) as required under contract with Court Services Victoria for the Human Centred Design Reform Project and manage the information flow from the CIJ to the project lead and design team and vice versa.
2. Support the design project lead and team (hereafter design team) in all phases of the project for quality outcomes with project planning, coordination and subject matter expertise, contributing to an effective and efficient project flow.
3. Support the design team before, during and after data collection (e.g. organising interviewee recruitment) through planning, coordinating and collaborating with court stakeholders, as well as liaising with CIJ on research process
4. Support the design team before, during and after ideation and implementation (e.g. organising and recruiting for workshops) through planning, coordinating and collaborating with court stakeholders
5. Manage and coordinate project communication including internal/external reports under the direction of the project lead, for example preparation of Steering Committee/stakeholder documentation, complying with respective requirements.
6. Maintain crucial project documentation and prepare project-relevant materials using digital technology (e.g. using digital design and collaboration tools).
7. Manage and nurture relationships between the CIJ and the design team, as well as other internal and external stakeholders, representing the design team, if delegated.
8. Identify emerging concerns or risks and ensure the design team and CIJ's awareness of these concerns or risks, while supporting solution finding in a collaborative manner.
9. Monitor deadlines for key project tasks and help organising the team towards meeting deadlines and emerging deliverables.
10. Monitor and report on emerging issues, trends and policies within the justice system in Victoria, Australia and overseas in areas relevant to the human-centred design project.

Key Selection Criteria

1. Demonstrated subject matter expertise in or familiarity with court processes and the needs of vulnerable service users.
2. Demonstrated experience in the provision of quality project coordination services, including an understanding of academic research and knowledge of relevant policies and procedures.
3. Demonstrated organisational skills and experience or capacity to develop skills in strategic planning, governance arrangements, public relations, and strategic communications.

4. Demonstrated understanding of contemporary issues impacting the justice system, and expert knowledge of the network of public, private and community institutions and agencies constituting the justice system.
5. Demonstrated experience in human-centred design projects, being familiar with respective design principles and processes; ideally experience with various digital tools relevant to design practice
6. Demonstrated ability to think analytically and to work in a self-directed environment as well as part of a team, and capacity to work across disciplines and organisational boundaries.
7. Demonstrated expert knowledge of the process of law reform, including government, legislative and political processes, stakeholder engagement, advocacy and public interest litigation.
8. Demonstrated expertise in working on complex policy and political issues at a high level
9. A commitment to social justice and human rights and promotion of innovative strategies for delivering justice
10. Highly developed inter-personal skills with the ability to maintain effective working relations, demonstrable and exemplary communication skills - both oral and written, including the ability to translate complex ideas into language suitable for a variety of audiences.

Qualifications

Relevant tertiary qualifications and/or proven experience in a similar role.

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