

## Position Description – Advocacy and Engagement Senior Coordinator

### Position Details

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<b>Position Title:</b>	Senior Advocacy and Engagement Coordinator
<b>Position Number:</b>	50068695
<b>College/Portfolio:</b>	Business
<b>School/Group:</b>	Graduate School of Business and Law
<b>Campus Location:</b>	Based at the City campus, but may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 8
<b>Employment Type:</b>	Fixed term
<b>Time Fraction:</b>	0.5

### RMIT University

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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.

[www.rmit.edu.au](http://www.rmit.edu.au)

### Policy and Impact Portfolio

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The Policy and Impact Portfolio provides focus and momentum for the projects and priorities that were identified in Ready for Life and Work: RMIT's Strategic Plan to 2020.

We have provided support for the implementation of the RMIT Strategy with a particular focus on public policy and government engagement, innovative practice in organisational capability development, and the development of new collaborations and partnerships. The Policy and Impact Team has been a focal point for the development of the Melbourne Innovation Districts partnership between the City of Melbourne, The University of Melbourne and RMIT which focuses on urban innovation for the future of Melbourne.

The Policy and Impact Portfolio members provide a distinctive set of evidence-driven, analytical and public policy expertise, including policy and data analysis, government engagement and capability in areas such as: strategic development, innovation, partnership development across government, industry and social sector, project management capabilities. The Policy and Impact Team is available to provide advice and assist the University as it seeks to engage with strategic projects and public policy issues that are aligned with the goals set out in the Ready for Life and Work Strategic Plan to 2020.

## **The Centre for Innovative Justice**

The Centre was established in 2012 to research, teach and promote 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**

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The Advocacy and Engagement Coordinator will report to the Director, and work closely with the Associate Directors to develop and implement advocacy and communications strategy to support the current research and related work of the Centre. The role will also be responsible for drafting speeches and media articles in consultation with the Centre Director. The role requires a high level of flexibility to be able to work across multiple tasks, topics, audience groups and channels to deliver effective advocacy communications.

### **Reporting Line**

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Reports to: Director

Direct reports: None

### **Organisational Accountabilities**

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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**

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- In consultation with Director and lead researchers, develop and implement an advocacy communications strategy in support of the current research and related work of the Centre
- Draft speeches and media articles in consultation with the Director and senior members of the CIJ team
- Provide writing and editing support for a variety of audience groups. In particular the ability to write in plain English for different communication channels including the web, publications, email, SMS, letters, digital signage, systems, the myRMIT student portal and social media channels
- Build and maintain strong relationships and networks with key internal stakeholders in order to draw on expertise and resources to meet communication objectives
- Represent CIJ communications in key University-wide forums and project groups related to the CIJ's communication activities.
- Support colleagues in the CIJ team with communications advice and assist with other project and staff communication activities as required.

## Key Selection Criteria

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1. Experience working in an advocacy and communications environment as part of a communications team providing communications advice and support on a variety of communications tasks for a variety of audience groups.
2. Demonstrated high level written and verbal communication skills, including the ability to write in plain English across a variety of channels including the web, publications, email, SMS, letters, digital signage, systems, the myRMIT student portal and social media channels.
3. Experience and knowledge of producing high quality videos, including script writing, recording and editing would be well regarded.
4. Excellent attention to detail, especially in relation to proofreading and consistent use of standard, repeatable text across multiple channels.
5. Demonstrated project change management communication skills to support process improvement via project delivery.
6. Demonstrated ability to build strong working relationships with, and influence, key stakeholders to obtain the desired communications outcome.
7. Demonstrated experience working in a customer service environment that is focused on continual process improvement.
8. Experience with working autonomously across multiple tasks, topics and channels to deliver communications in tight timelines.

## Qualifications

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- A relevant tertiary qualification or equivalent experience is desirable.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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