

Position Description – Project Officer (Business Development)

Position Details

Position Title:	Project Officer (Business Development)
Position Number:	New
Portfolio:	Global Development Portfolio
School/Group:	RMIT Europe
Campus Location:	Based in Barcelona
Gross Salary:	26.000 euros
Employment Type:	Fixed-term contract – 12 months
Time Fraction:	FTE 1.0 (full-time)

RMIT University

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

Global Development Portfolio

The Global Development Portfolio is responsible for making RMIT genuinely global in operations and outlook.

Under the leadership of the Deputy Vice-Chancellor (Global Development) and Vice President, the portfolio:

- leads and coordinates RMIT's global education partnerships
- identifies, reviews and harnesses opportunities to further enhance RMIT's global model
- manages global mobility opportunities for RMIT students.

In addition, it connects and coordinates RMIT's presences throughout the world including RMIT entities in Australia, Vietnam and Europe (Spain) and representative offices in other countries.

The Global Development Portfolio is comprised of 3 groups: Global Development and Performance, Global Entities and Experiences and RMIT Europe.

RMIT Europe

RMIT Europe, based in Barcelona is a coordinating centre for extending RMIT University's international engagement, and strategically growing our collaborative research and mobility activity in Europe. It facilitates RMIT's engagement with European universities and industry partners, and supports trans-regional collaborative projects, with a particular focus on partnerships across Europe, Australia, Asia, and Latin America.

The objectives for RMIT Europe are to:

- Strengthen RMIT's reputation and profile in Europe and globally
- Increase research funding and activity, with a focus on European partnerships and funding sources
- Develop collaborative postgraduate academic programs with European partners
- Strategically focus RMIT student mobility engagement in Europe and grow opportunities for student exchange and international experience
- Leverage and grow industry partnerships to support the quality and relevance of our education.

www.rmit.eu

Position Summary

The Project Officer will make a significant contribution by providing administrative support to the business development function of RMIT Europe. The incumbent will need to possess well-developed organisational, time management and problem-solving skills, and to use initiative to respond to the needs of RMIT Europe. The Project Officer works under the general direction of the Senior Coordinator, Business Development and is expected to perform with a high level of professionalism and quality service ethos.

Reporting Line

Reports to: Senior Coordinator, Business Development

Direct reports: No staff directly report to this position

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

- Provide high level professional project and administrative support to the Business Development team
- Research potential industry, enterprises and government partners, including undertaking web research and basic due diligence on such partners
- Assist with the maintenance of key relationships with target organisations
- Undertake data entry and retrieval, maintain currency of CRM (Salesforce) data and report preparation and analysis
- Assist with the preparation of business development progress reports to measure and monitor effectiveness and return on investment
- Provide support with the planning and delivery of business development events
- Participate as an effective and flexible member of the team and contribute to a culture of collaboration and continuous improvement through assisting with streamlining processes and support services
- Participate and contribute to the delivery of RMIT Europe strategic projects
- Undertake other duties as directed by line manager.

Key Selection Criteria

1. Demonstrated skills in project support, including planning and reporting.
2. Evidence of a collaborative, team-based approach to project support and the ability to provide advice on high quality input into processes and decision-making.
3. High-level interpersonal skills and cultural awareness.
4. Excellent written and oral communication skills.
5. Ability to maintain the accuracy of information from a variety of sources.
6. Excellent organisational skills including an ability to manage conflicting priorities.
7. Strong computer skills with proven ability to adapt to different programs and systems.

Qualifications and requirements

A tertiary qualification with relevant work experience.

High level proficiency in English and another European language (preferred).

Eligible to legally work in Spain.

Endorsed:	Signature: Name: Dr Marta Fernandez Title: Executive Director, RMIT Europe Date: 31 January 2019	Approved:	Signature: Name: Rachel Holthouse Title: DVC Global Development Date: 31 January 2019
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