

## Position Description – Personal Assistant

### Position Details

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<b>Position Title:</b>	Personal Assistant
<b>Position Number:</b>	50070268
<b>Portfolio:</b>	College of Science, Engineering and Health
<b>School/Group:</b>	School of Science
<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 5 Salary Schedule: <a href="http://www.rmit.edu.au/browse:ID=ewhltt73t01">http://www.rmit.edu.au/browse:ID=ewhltt73t01</a>
<b>Employment Type:</b>	Fixed term (replacement employee)
<b>Time Fraction:</b>	1.0

### RMIT University

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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

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 in 2019.
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018 and now in 2019.
- We were recognised as a **top five employer in 2018 for workplace accessibility** with the Australian Network on Disability.

### **RMIT Standings in university rankings**

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 **238th globally in QS World University Rankings 2020** (moved up 12 places compared to 250th last year), being also 32nd in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2019 QS World University Rankings by Subject, RMIT was positioned 12th 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 2018 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 also ranks in the world's **top 400** in the 2019 Academic Ranking of World Universities and in the world's **top 400** in 2020 Times Higher Education World University Rankings.

For more information, visit [rmit.edu.au/about](http://rmit.edu.au/about)

### **College of Science, Engineering and Health**

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The College comprises four Schools delivering a broad range of programs in science, engineering, health and technology at apprenticeship, certificate, bachelor, masters and PhD levels. Many programs articulate between vocational and higher education, creating pathways for further study. There is a vibrant research community attracting funding from a range of government and industry sources. The College has an annual income of approximately \$425 million and employs over 1,000 staff providing on and offshore programs to approximately 20,000 students.

More information about the College may be found at: [www.rmit.edu.au/seh](http://www.rmit.edu.au/seh)

#### **School of Science**

The School of Science provides over 45 bachelor and postgraduate programs, and undertakes world class research across the disciplines of physical sciences, mathematical sciences and computer science.

One of RMIT's top-performing research schools, we deliver research that addresses the 'real life questions' essential to Australia's innovation agenda. Our high-quality teaching programs inspire students to pursue careers in a range of industries including health, materials technology, food, geospatial and surveying, environmental analysis, banking and commerce, as well as computing and IT roles and research and development across a wide range of areas.

The School has staff, students and facilities on both the City and Bundoora campuses, has 300 staff, 327 higher degree research students, 3347 coursework students and an annual budget of \$120 million.

Details relating to the School can be found at [www.rmit.edu.au/about/our-education/academic-schools/science/](http://www.rmit.edu.au/about/our-education/academic-schools/science/)

## **Position Summary**

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The appointee is required to provide high quality administrative support to the Associate PVC India for SEH and the Industrial Chemistry research group. The duties will include preparation of correspondence on behalf of the Associate PVC India for SEH; responding to enquiries, organisation of meeting, scientific seminars, workshops, events and other functions, travel arrangements and web searches.

## **Reporting Line**

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Reports to: Associate Director – Planning and Resources

Direct reports: Nil

## **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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1. To provide high quality administrative support to the Industrial Chemistry Group including preparation of correspondence on behalf on the Associate PVC India for SEH, management of the flow of correspondence and communication, responding to enquiries, reception of visitors, organisation of meetings and other functions, as well as travel arrangements for the Group.
2. To liaise with key individuals both internal and external to RMIT in a discreet and professional manner, ensuring effective and informative communication and collaboration aligning with the School and University's policy.
3. To liaise on behalf of the Associate PVC India for SEH in an appropriate when dealing with staff and external partners in a professional, discreet, confidential and efficient manner.
4. To provide coordination of information flow to the research group and act as key contact person for the group.
5. To maintain filing systems both paper based and electronically and to establish appropriate document control. Ensure appropriate records are maintained and follow up actions meet deadlines as required.
6. To organise conference and travel arrangements, itineraries, visa requirements and conference registration for the research group as required.
7. To undertake research search (eg web searches) as directed by the Associate PVC India for SEH.
8. To maintain up to date knowledge pertaining to the University, College of Science, Engineering and Health and School activities. Where appropriate bring any relevant issues to the attention of Associate PVC India for SEH.
9. Any other duties directed by the Associate PVC India for SEH

## **Key Selection Criteria**

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1. Demonstrated ability to provide quality administrative support and confidential matters with diplomacy, discretion and tact.
2. Ability to use a range of computer programs, including Microsoft Word, PowerPoint, Excel and Novell GroupWise.
3. Demonstrated good level of oral and written communication skills with the ability to work flexibly and efficiently as a member of a team in a customer-focussed environment.

4. Ability to work independently and to use initiative and problem-solving skills to take responsibility for following through on enquiries, correspondence and research activities.
5. Demonstrated ability to organise and prioritise work and complete tasks in a timely manner.

### **Qualifications**

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Appropriate tertiary qualification in Science, particularly in Industrial Chemistry and/or Nanotechnology, experience in administration and PA experience.

Note: Appointment to this position is subject to passing a mandatory Working with Children check.

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