Position Description – Data & Automation Specialist

Position Details

Position Title:	Data & Automation Specialist
College/Portfolio:	STEM College
School/Group:	Planning & Operations
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 8
Employment Type:	Ongoing
Time Fraction:	1.0 FTE

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.
https://www.rmit.edu.au/about
https://www.universitiesaustralia.edu.au/university/rmit-university/
https://www.rmit.edu.au/about/facts-figures

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.
https://www.rmit.edu.au/about/our-locations-and-facilities

We are also committed to redefining our relationship in working with, and supporting, Indigenous 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.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.
https://www.rmit.edu.au/careers

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings

The STEM College

The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industry, as never before.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. We have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community of achieve their potential. The College appointed Victoria's first ever Dean of STEMM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.
https://www.rmit.edu.au/about/schools-colleges/stem-college

Position Summary

The Data & Automation Specialist reports to the Planning & Operations Manager and works across the STEM College to improve the efficacy of high-volume academic administration and operational processes through the practical application of technology and with the support of a small team.

The primary objective of this role is to facilitate sustainable operations improvements across various teams within the STEM College, with a strong emphasis on delivering tangible benefits to the organisation. To achieve this, the incumbent will leverage their experience with implementing solutions within the Microsoft 365 ecosystem. They will proactively identify gaps and opportunities in current processes, develop innovative solutions for the future, and actively support the implementation and integration of these solutions into day-to-day operations.

The role requires an innovative approach to leverage systems solutions and automation opportunities that deliver operational efficiencies for the College.

Reporting Line

Reports to: Planning & Operations Manager

Direct reports: 0

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

- Identify high impact process and systems optimisation and automation opportunities across the STEM College by working with key stakeholders to understand gaps and opportunities for enhancement.

- Develop and map systems optimisation and automation activities and projects; including processes and deliverables to effectively coordinate and monitor implementation and support uptake of solutions into BAU operations.
- Maintain oversight of administration optimisation and innovation activities and projects across STEM College Operations teams.
- Implement effective data management frameworks and provide recommendations for continuous improvement ensuring scalability and cascading of initiatives across professional staff and academic divisions.
- Collaborate with relevant College and School staff to identify technology, systems and software solutions that enhance operational efficiencies and align with strategic objectives driving achievement or organisational goals and KPIs.
- Collaborate with College, School and RMIT staff to align College priorities with enterprise system developments and provide support the local implementation of enterprise systems and system upgrades.
- Develop and maintain training tools to support upskilling and training STEM College staff on new applications and processes as they are implemented across RMIT/College.
- Assist other teams across the portfolio and College as required within the scope of this classification.
- Foster a positive team culture that aligns with RMIT's values, demonstrating leadership and coaching to achieve high performance outcomes.

Key Selection Criteria

1. In-depth knowledge of Microsoft 365 products, especially SharePoint, Power Automate, Power BI, and other Power Platform tools.
2. Understanding of business processes and the ability to translate them into efficient automated workflows.
3. Experience in designing, building, and managing workflows and automations using Power Automate.
4. Strong skills in data modelling, report creation, and dashboard development in Power BI.
5. Proficiency in analysing data, identifying trends, and providing actionable insights through visualisations.
6. Experience managing projects, including planning, execution, and delivery of M365-based solutions.
7. Knowledge of security practices and compliance requirements related to data handling and M365 tools.
8. Strong analytical and problem-solving skills to address challenges and optimize processes.
9. Excellent communication skills to work effectively with stakeholders, gather requirements, and deliver solutions.
10. Ability to work collaboratively in a team environment and across different areas.

Desirable
11. Previous experience working in a university environment or similar educational setting.

Qualifications

A degree in a relevant discipline and significant professional experience at a similar level.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working with Children Check is a condition of employment at RMIT.

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