Position Description – Admin Support Officer - Defence

Position Details

Position Title: Admin Support Officer Defence

College/Portfolio: College of Vocational Education

School/Group: Programs and Delivery

Campus Location: Based at Melbourne campus and may be required to work and/or be based at other campuses of the University and Defence locations across Australia.

Classification: HEW 5

Employment Type: Fixed Term for 12 months

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 College of Vocational Education

The purpose of RMIT's College of Vocational Education is to empower learners and our industry, community and government partners to succeed in the new world of work. Our five-year strategic roadmap, ALiVE@RMIT, purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence. Led by our Pro Vice Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:

• lead in practice-based learning
• empower learners for the future of work
• engage industry and community at scale
• grow for impact and influence

The College of VE is delivering impact through transformation that creates long-term change. The College of VE provides rich discipline knowledge and a learning and teaching delivery model that aligns to future student and industry needs. Our discipline clusters strengthen the multi-sector advantage, while fostering deeper collaboration between discipline

Programs & Delivery, with robust ties to industry through effective engagement and deep collaboration, delivers outcome for customers. The Australian Defence Logistics College delivers logistics training and college capability to Defence through Joint Logistic Command.

Position Summary

The Administration Support Officer is part of the RMIT team delivering the Australian Defence Logistics College capability to Defence. In a small team, led by the Delivery Services Manager, this role is critical to the success of the project. Day to day activities are predominantly coordinating travel, classroom bookings and other administrative support to generate courses and instructor activities. The role requires working closely with Course Coordinators, the LMS Coordinator and Senior Instructor/ Coordinator – Fuels and the Defence customer.

Reporting Line

Reports to: Enabling Services Manager

Direct reports: None

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.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety.

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

- Manage AF090 (Travel) approvals within the project including receipt, validation, and data management with FCM (travel agent) and ADLC
    a. Liaise with Instructor Coordinator to plan and book travel for instructors
    b. Support other team members with travel bookings, when required
    c. Receipt, validate and liaise with Commonwealth for approval of AF090 travel request forms
    d. Validate and record all itineraries
- Monthly travel invoice reconciliation including issue resolution
- Data management, project administration and reporting
- RTO data entry
- Maintain Certificate Issue Register
- Coordinate classroom requirements, liaising with Senior Instructor/ Coordinator
- Administer RTO requirements for the project

Key Selection Criteria

1. Demonstrated experience and expertise as part of a program delivery team with the Australian Defence Force/ Department of Defence
2. Demonstrated attention to detail in data entry and office administration
3. Demonstrated experience with office e applications (Word, Excel, Outlook) and Defence Systems (Objective, DPN, PMKeyS)
4. Strong interpersonal skills, developed from working in successful multi-disciplinary teams
5. Understanding of Defence Training System design, development or delivery
6. Knowledge and understanding of the vocational education and training sector is helpful
7. Knowledge and understanding of quality and compliance related to programs in Defence is helpful
8. Flexible and agile approach to work priorities and project deliverable deadlines
9. Security clearance at NV1 level is preferred

Qualifications

Relevant vocational education (Cert IV or above) or adult education qualification (Diploma or above) would be desirable.

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: