



Position Description – Communications & Design Co-ordinator

Position Details

- Position Title:** Communications and Design Co-ordinator
- College/Portfolio:** College of Business Law
- School/Group:** Centre of Innovative Justice
- Campus Location:** Based at the City campus, however may be required to work and/or be based at other campuses of the University.
- Classification:** HEW 6
- Employment Type:** Fixed Term
- Time Fraction:** .80

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>

College/Portfolio/Group

RMIT's College of Business and Law takes an industry and student-centred approach to its courses and programs, ensuring graduates are work ready and able to tackle business challenges, balance stakeholder needs, act as socially responsible global citizens and create fair and positive futures for all.

The College delivers impactful research informed by industry, which supports its strong position as a College at the intersection of business and technology with social impact. Its important work is underpinned by the principles of quality, collaboration, big ideas and putting people first.

As one of the largest Business Schools in the Asia Pacific region, the College is comprised of five schools – four in Melbourne and one in Vietnam – and delivers a broad range of programs in Business and Law, ranging from Degree to PHD levels.

The College's Business and Law programs are delivered in Melbourne as well as through RMIT Online, with its Business programs also available in Vietnam and through partner institutions in Singapore and Shanghai. The College employs over 1000 staff and delivers programs to over 26,000 students

The College's central operations are located at RMIT University's City Campus in Melbourne and reside in the Swanston Academic and Emily McPherson buildings.

For further details about the College, please visit: <https://www.rmit.edu.au/about/schools-colleges/college-of-business-and-law>.

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

The Communications and Design Coordinator plays a crucial role in supporting the Centre Manager and CIJ leadership team in executing effective communication strategies and design visually appealing materials to support the Centre's work. This role involves co-ordinating internal and external communications, creating content for various media platforms, and ensuring the consistency and quality of the Centre's brand.

In a broader role, the coordinator will act as a liaison between the CIJ team and the wider university. This includes providing support to the team's leadership and working with university stakeholders to maximise opportunities.

Reporting Line

Reports to: Centre Manager

Direct reports: NIL

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

- In consultations with project leads, draft, edit, and proofread communication materials to ensure clarity, accuracy and consistency.
- Proactively identify and develop communications material from existing CIJ research, reports and activity maximising the impact and fostering greater awareness of CIJ's research
- Coordinate and maintain content for website, social media, newsletters, and other CIJ communication channels.
- Design and produce high-quality visual content including infographics, banners, presentations and other digital collateral ensuring all materials align with the Centre's brand guidelines and visual identity.
- Co-ordinate the design and production of the CIJ's Annual Review
- Maintain and update the Centre's digital assets and templates.
- Collaborate with CIJ teams to support their design needs ensuring alignment with CIJ brand.
- Coordinate and produce CIJ webinars (Teams Live)
- Coordinate and execute communication for CIJ events, campaigns, and initiatives.
- Work with Centre Manager to manage social media accounts, including content planning, posting, and engagement.
- Conduct regular audits of communication materials and propose updates as needed.
- Perform other duties as required.

Qualifications

1. Bachelor's degree in Communications, digital design or a related field or extensive experience in communications and design roles desirable
2. Proficiency in design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign) and other relevant tools.
3. Proficiency in use of Mailchimp and knowledge of social media platforms and digital marketing trends.
4. Comprehensive knowledge of Word Press.
5. Excellent written and verbal communication skills.
6. Ability to think creatively and strategically, with a keen eye for detail.
7. Strong organisational and time management skills, with the ability to manage multiple projects simultaneously.
8. Experience with video editing and motion graphics is a plus.

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.

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