



Position Description – Executive Assistant

Position Details

Position Title:	Executive Assistant
College/Portfolio:	Operations
School/Group:	Governance, Legal and Strategic Operations
Campus Location:	Based at the Melbourne CBD campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 6
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise with more than 96,000 students and close to 10,000 staff globally. 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.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, 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

The Governance, Legal and Strategic Operations group is responsible for the administration of governance, legal services, enterprise compliance, policy and contract management, privacy compliance and central complaints and investigations. We support all areas of the University. We are committed to:

- Providing high quality service and advice that is aligned and responsive to the strategic ambition of RMIT;
- A high level of customer service which means getting to know the different areas of the University we service and tailoring advice to meet their needs;
- Assisting RMIT achieve its strategic objectives by working collaboratively with our University colleagues to help them achieve their objectives;
- Developing and maintaining relationships with subject matter experts within and outside of RMIT to ensure appropriate additional expertise is available when required.

Position Summary

The Executive Assistant is a service-focussed, first point of contact (in respect of Key Accountabilities below) for people in the Governance, Legal and Strategic Operations team (**team**) and people who engage with the team. With a friendly, positive attitude and a willingness to get things done, the Executive Assistant has a high level of technological literacy and supports the team in a wide range of administrative functions. Catering to the needs of a contemporary, dynamic team, the Executive Assistant uses their superior communication and interpersonal skills to assist the team to deliver high quality service and advice to stakeholders within RMIT in a timely and customer focussed manner.

Reporting Line

Reports to: Executive Director Governance, Legal and Strategic Operations

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

- Support the Executive Director in diary management and administrative tasks.
- Support the team in relation to administrative tasks.
- Provide a service-focussed, friendly point of contact for internal stakeholders and external parties dealing with the Governance, Legal and Strategic Operations team, including receiving enquiries from RMIT stakeholders, providing basic responses, and directing enquiries to the relevant staff member (including monitoring and redirecting requests from the Legal inbox).
- Implement, administer and maintain the electronic document and matter management system for the Legal Services Group and provide assistance and training to system users as required (M365, Sharepoint). Open Legal files on such system as required by the Legal Services Group.
- Assist the Executive Director to implement and maintain efficient and effective work practices within the team.
- Support the creation and maintenance of content for the team intranet pages, SharePoint sites and administration of updates to templates and other documents as requested.
- Assist with document formatting or manipulation (eg, extraction, rearrangement, consolidation) as required by the team.
- Assist team members to book and arrange meetings/events, catering, travel and attendance at events as required, in accordance with RMIT policies.
- Process and manage purchase orders and invoices for services received by team members in accordance with RMIT policies and using RMIT systems (including Workday).
- Support the onboarding of members of the team, including contract workers and consultants.
- Comply with all RMIT policies and procedures.

Key Selection Criteria

- Demonstrated experience working in a customer-focussed team environment with a proven ability to work collaboratively with multiple stakeholders from a range of experience levels.
- Demonstrated substantial experience working in administration and in an office environment with a proven ability to develop efficient systems and processes using contemporary technological tools.
- High level of computer literacy and ability to administer and maintain electronic systems and workflows (including experience with Office 365, including Sharepoint, Word and Excel) and the ability to adapt to changing technological needs and environments.
- Excellent communication, interpersonal and time management skills.
- Demonstrated ability to work autonomously as well as within a fast-moving team environment.
- Proven ability to operate with a high level of confidentiality.
- Positive, friendly, can-do attitude.

Qualifications

Previous experience relating to process management, systems administration and the areas of the Key Accountabilities.

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:
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