Position Description – Operations Coordinator, School of Art

Position Details

Position Title:	Operations Coordinator
College/Portfolio:	College of Design and Social Context
School/Group:	School of Art
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 7
Employment Type:	Continuing
Time Fraction:	1.0

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 of Design and Social Context

RMIT's College of Design & Social Context brings together creative and practical study in the fields of design, technology and society.

Comprised of nine schools, the College encompasses a wide variety of disciplines of the built environment, education, media & communication, global & social studies and across all fields of art and design. It is this breadth of expertise and the shared commitment to addressing the most urgent challenges and opportunities of our time through interdisciplinary collaboration that gives the College its unique identity.

Our work makes substantive contributions to sustainability and regenerative futures, global and social justice agendas and exploring the nexus of technology and the human experience.

We seek to deepen our understanding and offer possible paths forward for society by addressing these issues with imagination, rigour, and practicality. We do this through excellence in education and research that is future-focused, industry-connected and community engaged.

With over 21,000 students in Australia and Vietnam – from undergraduate students to PhD candidates – learning and researching with a team of over 1000 academics, we are dedicated to fostering an environment that advances knowledge and transforms professional practice.

Through our highly respected research centres, groups and international partnerships, the College is having an impact globally with agenda-setting research that informs government policy, supports industry innovation and advances creative practice.

The College has a significant presence in Asia and Europe through higher education programs and active research projects. This includes programs at RMIT's Vietnam campus and with partner organisations in Singapore and Hong Kong, and research activity at RMIT Europe, the University's innovation hub in Barcelona.

The College is recognised globally for its standing across numerous fields with Art and Design maintaining its number one spot in Australia and the Asia-Pacific, and 19th globally, in the 2023 QS World Rankings by Subject. Architecture and the Built Environment ranks second in Australia and 25th globally while Communications and Media Studies is ranked fourth in Australia and in the top 50 globally.

For more information see www.rmit.edu.au/dsc

School of Art

The School of Art is a School comprised of the disciplines of Art and Photography.

The School of Art is an internationally renowned site for innovation and diversity in contemporary art, craft, photography and sound. Founded on a deep commitment to praxis, alternative ways of knowing and the role of art in global society, it aspires to achieve real and lasting impact.

RMIT University is ranked #1 in Australia and #11 in the world for Art and Design (2019 QS Rankings) placing the School of Art in the top echelon of the world's art and photographic educational institutions.

Position Summary

The Operations Coordinator works closely with the Senior Manager, School Operations to provide operational leadership and support to the School. The incumbent supports business planning, development, operations, and manages projects associated with improving business processes, the effective use of resources, and the support of academic delivery.

The Operations Coordinator serves as a key interface between the School and service groups throughout the College and University and plays a key role in operationalising the directives of the School executive team.

Reporting Line

Reports to: Senior Manager, School Operations
Direct reports: As determined within 6 months of appointment

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

- Provide support and leadership for School operations and management of projects associated with the School's strategic and operational plans. This involves developing project plans and implementation timetables, identifying key stakeholders who need to be involved, and working with different groups of staff to deliver against project objectives.
- Develop and maintain robust School protocols and guidelines and effective means of information delivery in line with RMIT policies.
- Work collaboratively and proactively with key stakeholders including professional, academic staff and School Executive members to deliver agreed outcomes.
- Employ effective relationship management and collaboration with School, College, and University portfolio groups to ensure appropriate and timely service delivery for the School.
- Identify potential issues or risks that could affect the successful operation of the School and recommend solutions.
- Undertake other duties as directed by the Senior Manager, School Operations

Key Selection Criteria

1. Demonstrated high level problem solving and project management skills and experience.
2. Highly developed interpersonal skills, including the demonstrated ability to effectively communicate with staff at various organizational levels and to work cooperatively as a member of a team.
3. Well-developed organisational, planning, and analytical skills.
4. Demonstrated excellent communication skills.
5. Experience in report writing and devising communications to a larger audience.
6. Proven ability to maintain a high level of confidentiality and to provide quality support at a leadership level.
7. High-level IT literacy, and the ability to adapt to and champion new systems and ways of working.

Qualifications

- Relevant tertiary qualification or certificate, together with relevant industry experience.

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.