



Position Description – Programs Coordinator

Position Details

- Position Title:** Programs Coordinator
- Position Number:** NEW
- College/Portfolio:** Policy Strategy & Impact
- School/Group:** ATN
- Campus Location:** Based at the City campus, however, may be required to work out of, or travel to, any of the ATN universities across Australia.
- Classification:** HEW 6
- Employment Type:** Fixed term
- Time Fraction:** 0.8 FTE

Australian Technology Network of Universities

Australian Technology Network of Universities (ATN) is a national Australian higher education peak body, with a membership of six universities across Australia. ATN has a strong presence both nationally and internationally and in key metropolitan and regional media markets. Established in 1999, ATN undertakes policy, advocacy, public affairs and national media work to benefit the shared interest of our membership of world-class Australian universities, the higher education sector and society more broadly.

ATN member universities are Curtin University, Deakin University, RMIT University, The University of Newcastle, University of South Australia, and University of Technology Sydney. Collectively, ATN

educates 19 per cent of all students in Australia and are the destination of choice for 18 per cent of Australia's international students. ATN is a leader in international and transnational education in the ASEAN region and beyond.

The ATN Directorate serves its members through a wide range of activities, including policy analysis and development, while ensuring the voice of our membership is heard at all levels of government, as well as in and through media channels throughout Australia and internationally.

Regarded as Australia's most innovative and enterprising grouping, ATN prides itself on its shared mission to ensure Australia's higher education system remains open, fair and accessible, as well as meeting the needs of industry, particularly Australia's 2.3 million SMEs.

The Directorate is led by Executive Director Luke Sheehy and is based at RMIT's City Campus in Melbourne.

RMIT University is the employing agent for ATN staff.

Learn more about the ATN at the following link: <https://atn.edu.au/>

ATN Programs

ATN currently operates two programs. This role primarily supports the ATN Frontiers program, but also provides oversight for the Designing Your Future (DYF) program.

[ATN Frontiers](#) is a professional development program designed to prepare ATN's higher degree by research students for maximum impact in their careers. It is designed to:

- Build practical skills for students apply their research to the workplace.
- Build leadership and future-thinking capabilities.
- Set students up for a successful, high-impact career.

ATN Frontiers promotes the graduation of highly employable researchers who will have developed skills to identify potential disruptors, understand the skills and tools that will help to address, control, and drive these disruptors, and thus be better prepared to fill employment gaps that may not yet exist. The employability skills developed by participation in ATN Frontiers allow graduates to better imagine, understand and effectively shape the future – not simply understand the present.

ATN Frontiers is available free of charge to all higher degree by research students at ATN universities, regardless of academic and professional backgrounds. The program consists of three 'Levels' of online learning modules designed to teach specific skills. The online modules comprise of asynchronous learning components and synchronous live expert-led online sessions. The modules are delivered via a third-party cloud-based learning platform, *OpenLearning*.

The program launched publicly in July 2021, with modules opening to students in late 2021. The program is overseen by the ATN Graduate Deans of Research, who are accountable to the Deputy Vice Chancellors Research and Vice Chancellors. The ATN Frontiers Governance Agreement is the governing document for the program.

ATN Frontiers is managed by the ATN Programs Manager (1.0 FTE) and is supported by the ATN Programs Coordinator (this role, 0.8 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>

Position Summary

The ATN Universities Programs Coordinator is critical to the success of the ATN Frontiers program and other ATN education programs – from establishment phase through to maturity, and ongoing business as usual operations. They are responsible for providing high quality administrative, co-ordination, and project support across various program activities, in an end-to-end capacity.

The ATN Programs team is a team of two – the ATN Programs Manager and ATN Programs Coordinator – and sits within the broader ATN Directorate of policy experts and media specialists.

We are seeking a dynamic, creative and experienced program coordinator, with a passion for education and making a positive impact in the sector. The Programs Coordinator will have an understanding of effective and impactful learning experiences, and an interest in contemporary online learning products and practices.

Working directly with the ATN Programs Manager, operational colleagues at our member universities, academic subject matter experts and learning facilitators, the ATN Programs Coordinator will have advanced skills in relationship management, project management, and reporting. They will actively support work to ensure ATN students can participate in ATN programs and implement strategies to maintain their engagement, including community management.

From a day-to-day perspective, the ATN Programs Coordinator will engage with operational colleagues across ATN universities, assist students to enrol, troubleshoot problems, and keep track of enrolment data and student waitlists. They will be responsible for managing student enrolments and assisting teaching staff throughout and between teaching periods. They will also design and activate communication campaigns to build awareness and engagement with ATN Programs.

The ATN Programs Coordinator will be proficient in systems used for project and program coordination, including the Microsoft Office suite, project management tools, and learning management systems. They will monitor processes and take an active role in initiating and implementing improvements.

The role will also support the ATN Programs Manager by managing general correspondence, updating the ATN Programs webpages, organising meetings with key stakeholders, and contributing to planning and running successful virtual and in-person events.

The Programs Coordinator will represent ATN as the student-facing point of contact and will actively help to ensure ATN builds on its already established reputation as a professional and highly effective peak body.

Reporting Line

Reports to: Programs Manager, ATN Universities

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

- First point of contact for ATN Programs operational items across our member universities and externally, assisting students by troubleshooting issues, including but not limited to issues related to enrolment and accessing learning management system/s.
- Apply proficient knowledge of academic quality enhancement, policy and compliance, to provide guidance and recommendations for the success of ATN Programs.
- Support the development of quality, policy and compliance initiatives related to ATN Programs. This includes the implementation of effective systems, processes, and reporting that increase the quality and impact of programs and activities.
- Analyse and report on program data and information, including but not limited to student enrolments, student engagement, and other success metrics.
- Responsible for regular reporting of program status and progress through formal report writing for senior university executive audiences.
- Maintain the online presence of ATN Programs, ensuring currency and relevancy for our different audiences.
- Coordinate online professional development sessions, committee meetings and events for key stakeholders.
- Manage correspondence related to ATN Programs, escalating to the ATN Programs Manager where required.
- Assist in the planning and management of ATN events, virtual and in-person.
- Utilise a range of Microsoft Office applications, project management software, creative software for visual data representations, and learning management systems, including the OpenLearning platform used for ATN Frontiers student and learning management
- Undertake other duties within the designated function of the position as directed.

Special requirements:

- This role requires on campus attendance (RMIT City Campus) at a minimum of 2 days a week to support operational requirements.
- Some out of hours work may be required.
- Interstate travel may be required.

Key Selection Criteria

1. Experience working within a tertiary education learning and teaching environment, with hands-on experience of actively contributing to a positive, impactful and meaningful student experience.
2. Demonstrated communication, relationship building and negotiation skills with the ability to work collegiately with academic and professional staff, and students from diverse backgrounds.
3. Excellent written and verbal communication skills with a keen attention to detail and commitment to quality assurance, including the ability to engage with and prepare a range of reports, documentation and communication for a diverse range of stakeholders.
4. Demonstrated project management experience, applying principles and practices to achieve project outcomes, ability to prioritise tasks and meet competing deadlines in a high-volume environment, with excellent organisational and time management skills.
5. Demonstrated ability to work independently and as an effective member of a team, with the ability to exercise judgment and initiative to achieve excellent outcomes.
6. Ability to use initiative to solve problems and undertake decision making relevant to the duties and responsibilities.
7. Well-developed skills and demonstrated experience using various digital technologies including the Microsoft Office suite, Adobe, learning management systems, content management systems, and ability to quickly develop skills for using new platforms.

Desirable

1. Knowledge of RMIT or other tertiary education environment.
2. Experience with OpenLearning online learning platform.

Qualifications

Relevant qualification/s or equivalent combination of education, knowledge and skills.

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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