



Position Description – Strategy & Innovation Intern - (Targeted Role)

Position Details

Position Title:	Strategy and Innovation Intern (Targeted Role)
Position Number:	TBC
College/Portfolio:	Operations
School/Group:	ITS
Campus Location:	Based at the City campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 3
Employment Type:	Full Time, 6 months fixed term.
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 Operations Portfolio enables an integrated, enterprise-wide delivery for best practice student and staff experiences.

The Portfolio incorporates the following business units: Enterprise Projects and Business Performance (EPBP), People, Information and Technology Services (ITS), Office of the Chief Operating Officer, Procurement and Vietnam Operations.

The Portfolio houses significant drivers and delivery components across the staff and student journeys and enables the overall experience for both groups. The Portfolio is integral in bringing the RMIT strategy to life, across the globe. Each of these functions supports the global operations of the University both directly as well as through its controlled entities.

The Information Technology Services (ITS) function provides RMIT University with current and emerging Technology systems and services. Our vision of "unleashing technologies to enable great experiences for RMIT communities" supports a proactive and leading-edge technology ecosystem, mindset and delivery empowering the advancement of the University's commitment to advancing Lifelong Learners.

Position Summary

This role is an internship opportunity as part of the ITS Technology Academy. The strategy and Innovation analyst will focus on key priorities outlined in the Knowledge with Action Strategy as they relate to emerging technology.

They will develop key digital skills in an adaptive business environment, to complement their field of study.

Key focus will be placed on emerging technologies specifically AI, Digital and Immersive Experiences.

The ideal candidate will be passionate about making changes using the right technology. They will learn the skill of influence and will apply this skill through translating ideas into practical solutions for the organisation.

1. This is a Targeted position and therefore we encourage applicants of Australian Aboriginal and/or Torres Strait Islander heritage to apply.
2. This is a recruitment strategy to increase the Aboriginal workforce in accordance with an exemption granted under section 12 of the Vic – Equal Opportunity Act 2010. The successful applicant is required to provide confirmation of their Australian Aboriginal and/ or Torres Strait Islander heritage.

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.

Reporting Line

Reports to: Director, Strategy, Engagement and Innovation

Direct reports: n/a

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

- Working with the Strategy, Engagement and Innovation team to contribute to Innovation across the enterprise.
- To understand and document requirements associated with emerging technology
- Researching and analysing industry trends and market data.
- Identifying opportunities for innovation and improvement and recommending next steps to the SEI team.
- Preparing reports for the SEI team
- Creation of digital artefacts including presentations and reports
- Provide feedback into the Technology Academy to continuously improve the experience of engaging with students.

Key Selection Criteria

- Must identify as an Australian Aboriginal and/or Torres Strait Islander person
- Demonstrated analytical and problem-solving skills
- Proficient communication and presentation skills
- Ability to work collaboratively with others.
- Some knowledge of data analysis and Microsoft tools

Qualifications

Enrolment in a Diploma or Undergraduate Degree in a Technology related field, highly desirable.

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