



Position Description – Project Coordinator

Position Details

Position Title:	Project Coordinator
Position Number:	(new)
College/Portfolio:	Policy Strategy & Impact Portfolio
School/Group:	Centre for Innovative Justice
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 7
Employment Type:	Fixed Term (Specific Task or Project)
Time Fraction:	1.0

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally-focused graduates.

With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

We are also committed to redefining our relationship in working with and supporting Aboriginal 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

We're proud to share with you:

- The launch of our second [Reconciliation Plan for Dhumbah Goorowa– a “commitment to share” - an important step in our reconciliation journey.](#)
- RMIT University is an **Athena SWAN** member with Bronze Award accreditation and the College of Science, Engineering and Health is central to driving improvements in gender equality, diversity and inclusion, particularly in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines.
- RMIT was placed **10th in the 2019 Randstad Employer Brand Research Awards**, up five spots from 2018.
- We were named as an **Employer of Choice for Gender Equality** by the Workplace Gender Equality Agency three years in a row!
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018, 2019 and 2020.
- We were recognised as a **top five employer in 2018 for workplace accessibility** by the Australian Network on Disability and awarded with **Disability Confident Recruiter Accreditation** in 2020.
- In 2020, RMIT University has become the first Australian institution to receive the **HR Excellence in Research Award**, recognized by the European Commission.

RMIT Standings in university rankings

We are ranked **#1 in the world** for our efforts to reduce inequality in the Times Higher Education (THE) Impact Rankings 2020.

RMIT has a deep commitment to innovation, research and teaching, we are a 5-Star university under the QS Stars international evaluation system and are **223rd globally in QS World University Rankings 2021** (moved up 15 places compared to 238th last year), being also 18th in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2020 QS World University Rankings by Subject, RMIT was positioned 11th in the world (highest ranked in Australia) in Art and Design, 22nd in the world (fourth highest in Australia) in Architecture and the Built Environment, and 37th in Media and Communications. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).
- In the 2020 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and Media Studies. The 2018 Shanghai Ranking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.
- In the specialised rankings, RMIT is ranked 77th in the QS Graduate Employability Rankings 2020 and 82nd in the inaugural Times Higher Education University Impact Rankings 2019.
- RMIT has moved up 51 places in the 2021 Times Higher Education World University Rankings, strengthening its reputation as a leading global university. The University has leapt more than 150 places since 2015 and is now ranked in the **top 301-350 band**.
- RMIT continued its strong performance in the 2020 CWTS Leiden Ranking, which ranks the world's top research-intensive universities, moving up 21 places to be ranked **293rd globally** on

proportion of international publications, and **ranking 225th** on proportion of top 5% publications, up 120 places from 2019.

For more information, visit www.rmit.edu.au/about

College/Portfolio/Group

The Policy, Strategy and Impact (PSI) Portfolio provides focus and momentum for the projects and priorities that were identified in Ready for Life and Work: RMIT's Strategic Plan, developed in 2015.

PSI works to support and advance the-implementation of RMIT's strategic priorities, including through public policy and government relations, strategy projects, innovative partnerships and capability development.

PSI includes diverse teams such as the Office of the Vice-Chancellor, the Ngarara Willim Centre, the Australian APEC Study Centre, Workforce Innovation and Development Institute, the Health Transformation Lab and the Centre for Innovative Justice.

The portfolio works as a network of collaborative and inclusive teams, working to develop and extend an 'impact ecosystem' of relationships and partnerships across and beyond the university. PSI teams provide a distinctive set of evidence-driven, innovation, public policy and community engagement expertise.

The Centre for Innovative Justice

The Centre was established in 2012 to research, teach and promote better 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. Our team of experienced multi-disciplinary researchers and practitioners seek to develop solutions to complex problems through research and innovation that is strategic, accessible and practical. Our approach is centred on the experiences of affected individuals and communities and brings stakeholders together to work collaboratively on designing solutions.

The Centre's work includes research on family violence, victim services, women and children's contact with the criminal justice system, restorative justice and disability in the criminal justice system, as well as the application of human-centred design to legal issues and processes. The CIJ includes Open Circle, a service that provides restorative justice consultancy and research as well as delivering restorative justice conferences.

The CIJ is co-located at RMIT University's Social Innovation Hub with two community legal centres – Youth Law and the Law and Advocacy Centre for Women – providing opportunities for research to practice, and practice to research insights.

Position Summary

The Project Coordinator position is a high-level project role that supports the Centre for Innovative Justice in the development, delivery and coordination of projects, including consultancy projects, funded research and the Centre's advocacy work. Working as part of a small team, this role will be expected to work collaboratively with Project Leads across a range of subject areas, including family violence, women's decarceration, legal responses to young people and crime victimisation, to deliver high quality project and research outputs.

The successful candidate will be responsible for planning and coordinating project activities across multiple projects. This will involve working with the relevant Project Lead to establish the project framework, including the production of a project plan and other relevant project tools and documentation; coordinating, monitoring and reporting on project activities and milestones; contributing to substantive project activities and the development of high-quality project deliverables and outputs; and contributing to or managing aspects of the CIJ's broader advocacy and sector engagement work, as well as business

development activities. This role is well-suited to someone who is proactive, able to take ownership of discrete tasks and workstreams, and with exacting standards and attention to detail.

Reporting Line

Reports to: Manager, Service Design, Evaluation & System Reform

Direct reports: Nil (some supervision of student and other volunteers may be required)

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.

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

1. In collaboration with relevant Project Leads and/or the Manager, Service Design, Evaluation & System Reform, establish project architecture for new projects. This includes coordinating and contributing to the development of the project plan and other project tools and documentation and establishing fit-for-purpose project monitoring and reporting arrangements.
2. Under the direction of the relevant Project Lead, contribute to substantive project and research activities, such as facilitating and/or supporting stakeholder consultations; conducting or contributing to literature reviews; coordinating and/or contributing to the development of ethics applications; coordinating complex data collection processes; and contributing to data analysis.
3. Produce polished, fit-for-purpose project documents, such as workshop materials, stakeholder communications and progress reports. This will include coordinating and/or contributing substantively to the production of high-quality project deliverables such as written reports.
4. In collaboration with relevant Project Leads, contribute to the delivery and management of projects by coordinating project activities; supporting project monitoring and reporting; and providing project governance support as required. From time to time, this may include taking on project management responsibility for small projects or discrete workstreams within larger projects.
5. Develop, implement and maintain efficient project administration systems and processes, including proactively creating and implementing new systems to streamline processes within and across projects as required.
6. Contribute to business development activities, including coordinating and contributing to tender responses and grant applications; identifying project and research funding opportunities; and contributing to thought leadership and the production of other business development materials under the direction of the Manager, Service Design, Evaluation & System Reform.
7. Assist with planning and implementing public events and seminars to raise awareness of project outcomes and other work being undertaken by the Centre.
8. Undertake other duties consistent with the level of the position and focus of the Centre.

Key Selection Criteria

1. Knowledge of the justice and human services sector, including issues driving people into contact with the justice system.

2. 2 – 4 years of experience in a project-focussed role, ideally in a professional services, public sector or not-for-profit environment.
3. Experience in and exposure to effective project management methodologies, including a demonstrated ability to plan, coordinate, monitor and facilitate the delivery of projects or discrete tasks in a dynamic, client-focused environment.
4. Strong organisational skills and attention to detail, including the capacity to manage time effectively across multiple projects and to deliver polished, high quality work products within deadline in a busy team environment.
5. Experience in research and policy analysis, including a track record of producing or contributing to high quality written publications. Qualitative and quantitative data analysis skills will be viewed favourably.
6. Well-developed written, oral and interpersonal communication skills, including the ability to translate complex ideas into language suitable for a variety of audiences and to utilise visual communication techniques to deliver information and concepts in a user-friendly way.
7. Demonstrated ability to think analytically and creatively, including helping to identify and respond to project risks and issues as they arise.
8. An adaptive mindset, with a demonstrated ability to work flexibly in a self-directed environment and as part of a team, and capacity to work across disciplines and organisational boundaries.
9. A demonstrated ability to use information and communication technologies effectively, including high-level proficiency in Microsoft Office software packages and research databases. Capability in other relevant programs such as NVivo, Qualtrics and Miro will be viewed favourably.
10. Commitment to social justice and human rights and the promotion of innovative strategies for delivering justice.

Qualifications

Essential: Relevant tertiary qualifications in Public Policy, Social Sciences, Law or related fields.

Endorsed:	Signature: Name: (name of person) Title: (name of position) Date:	Approved:	Signature: Name: (name of Director or approver) Title: (position) (team) Policy, Strategy & Impact Date:
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