



Position Description – Hub Manager

Position Details

Position Title:	ARC E2Crop Hub Manager
College/Portfolio:	STEM
School/Group:	School of Science
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 8
Employment Type:	Fixed term 5 years
Time Fraction:	1.0 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>

College/Portfolio/Group

The School of Science delivers excellence in applied research and education, engaging in strong impactful industry partnerships and producing skilled, industry-ready graduates. The School employs over 130 academic and around 100 FTE research staff. From late 2024 onwards, the School will be comprised of five academic Departments:

- Applied Chemistry and Environmental Sciences
- Biology
- Food Technology and Nutrition
- Mathematics and Geospatial Sciences
- Physics

The School has a diverse research portfolio across science and mathematics with international research excellence in quantum science technologies, advanced materials chemistry and catalysis and in water and environmental sciences; in addition to emerging strengths in medical (bio)-technologies, geospatial technologies, mathematics and future food technologies. Annual research income for the School is around \$20 million and the School has just under 400 Higher Degree by Research students.

The School delivers high-quality applied, authentic and active industry-engaged education and teaching to over 3,000 undergraduate- and postgraduate-taught students across 10 ongoing undergraduate and six postgraduate programs, in addition to offshore partnerships and delivery, including in China and Vietnam. Across learning and teaching and research, the School partners actively with industry and external stakeholders in Australia and internationally, delivering innovation, research translation and providing knowledge and real-world solutions for societal good and to enhance sustainable development. The School is strongly committed to promoting and enhancing diversity and inclusion and seeks also to activate and further develop its commitment to and activities in reconciliation and responsible practice. Details of the School can be found at: <https://www.rmit.edu.au/about/schools-colleges/science>

Position Summary

The ARC Industrial Transformation Research Hub for Intelligent Energy Efficiency in Future Protected Cropping (ARC E2Crop Hub) is a newly approved ARC major grant with a five-year duration, anticipated to commence in early 2025. The primary purpose of the position is to support the Director to undertake the business management, corporate governance and administrative responsibilities of the Research Hub.

ARC E2Crop Hub Manager will be required to support a range of significant research-related activities that play a key role in supporting the delivery of the research outcomes. This includes managing a range of strategic and operational activities including: liaising with industry and institutional stakeholders and the RMIT Research Office to ensure effective management of agreements, planning of project deliverables, timely reporting as per University requirements, business improvements, financial compliance, resources management, administration, etc.

This will require the delivery of excellent and comprehensive administrative support services that include budget monitoring, project planning and management, and reporting templates to facilitate and coordinate across the HUB activities. The HUB Manager is expected to support the maintenance and development of stakeholder relationships. Key to the role, under the leadership of the Hub Director, is the development

and maintenance of effective relationships with key stakeholders and the positioning of the HUB into the future as a national and international leader in resource recovery solutions for circular economy.

Reporting Line

Reports to: ARC E2Crop Hub Director, Distinguished Professor Tianyi Ma

Direct reports: Nil

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

1. Provide high-level administrative assistance to enhance research activities for the Research Leader.
2. Help prepare periodic ad hoc reports, as required by funding agencies, and/or regulatory bodies.
3. Act as a point of contact between contract team, IP team, property business partner, research office, industry partners and external university partners to facilitate the agreement signing, new lab space establishment, and other establishment activities.
4. Maintain and implement procedures, templates and guidelines to advance research, that are consistent with University policies, procedures and operational plans. Lead the strategic and operational management of the team, including developing and implementing operational plans, operational and project budget activities, research project coordination, and strategic support to applications and reports, in accordance with University policies, procedures and strategic priorities.
5. Assisting HR process for Hub members
6. Track issues and activities as pertaining to projects and ensure stakeholders are kept up to date with changes
7. Provide financial and resource management and administrative leadership for the HUB in partnership with key stakeholders
8. Contribute to governance processes including taking a major role in the preparation of critical reports, development of strategic processes and/or other documents required by the HUB funding bodies.
9. Develop and foster effective links with academic and professional staff at all levels across the HUB, school, college and University.
10. Build effective communication channels and maintain support networks with internal and external stakeholders
11. Develop close and productive working relationships with key University administration functions including finance, contract and intellectual property management functions.
12. Manage the strategic communications of the Centre, including the coordination of content for the Centre's web presence, media (radio and newspapers), seminars, journal releases and other Centre events, such as meetings and workshops.
13. Provide appropriate and timely information and advice to the Research Leader and key stakeholders on policy, resourcing and other administrative matters concerning research activities including compliance with reporting requirements and project/grant deliverables.
14. Help prepare periodic ad hoc reports, as required by funding agencies, and/or regulatory bodies.
15. Support Hub members in optimizing the use of and leveraging Hub resources for broader research opportunities and grant applications preparation.
16. Other duties as directed by their manager.


Key Selection Criteria

1. Demonstrated ability to work effectively and collegiately with a broad cross-section of professionals to achieve significant outcomes including academics, industry, technologists and administration functions such as contract and finance department from university, industry and government organisations.
2. Evidence of well-developed oral and written communication skills including the ability to manage web sites and use of social media to publicise hub activities.
3. Excellent interpersonal skills, with the ability to communicate, liaise and work with people at all levels, both internal and external to the University with tact, maturity and appreciation of sensitive issues.
4. Experience in all aspects of project management, with a proven record of successfully managing research and technical projects through to completion.
5. Demonstrated experience working in a research environment, including supporting research activities, preparation and submission of journal publications, project reports and grant applications
6. Demonstrated ability to manage complex activities, think laterally and provide effective resolution of issues encountered.
7. Evidence of advanced organisational skills and ability to effectively compile significant reports including those providing financial oversight.
8. Demonstrated ability to support multi-institutional teams by developing mechanisms to share information.
9. An appreciation of technology and research activities in academic and/or industry environments, implications for publication, and protection of intellectual property.
10. Demonstrated ability to provide professional support for researchers including postdoctoral fellows and HDR candidates.
11. Demonstrated experience in facilitating large grant applications.
12. Excellent team skills and the ability to contribute as a member of a high performing team.

Qualifications

A postgraduate degree, or equivalent qualifications and/or extensive relevant experience in a similar role in a large and complex organisation. Note: Appointment to this position is subject to passing a mandatory Working with Children check

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: Tianyi Ma Title: Distinguished Professor Date: 26/9/2024	Approved:	Signature: Name: Title: Date:
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