



## Position Description – Director, Research Services

### Position Details

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<b>Position Title:</b>	Director, Research Services
<b>College/Portfolio:</b>	Research & Innovation
<b>School/Group:</b>	Research Strategy & Services
<b>Campus Location:</b>	Based at the Melbourne City campus but may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	EL 1
<b>Employment Type:</b>	Continuing
<b>Time Fraction:</b>	1.0 FTE

### RMIT University

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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

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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>

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## Research & Innovation Portfolio

RMIT's Research & Innovation Portfolio supports researchers to help shape the world. The portfolio has an engaged, energetic, talented and collaborative team focused on enabling excellent research and innovation outcomes. With a global presence, community and industry connections, we support cutting-edge research and careers that make a positive impact on communities. The Research and Innovation Portfolio supports researchers and graduate researchers with research partnerships, grants and research contracts, funding opportunities, capability development, research training, ethics and integrity, intellectual property, commercialisation, internships, communication and profile.

Find out more about research and innovation at RMIT University and the Research and Innovation Portfolio at: <http://www.rmit.edu.au/research/>

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## Position Summary

The Director, Research Services leads a team which is responsible for:

- Understanding research opportunities and helping researchers identify appropriate sources of funding
- Developing and applying an appropriate framework and strategy to support researchers to secure competitive funding
- Negotiate and execute competitive and commercial research contracts on behalf of researchers.
- Support researchers to gain and maintain ethics and other approvals
- Support researchers to deliver research projects on time and on budget
- Support researchers to manage research funding and any potential changes across the research lifecycle
- Advise and educate researchers about responsible conduct of research and manage complaints or allegations of non-compliance/breaches

The team consists of three units:

- Research Proposals, Tenders and Awards Management
- Research Contracts Management
- Research Ethics, Integrity and Governance

The Director supports the Executive Director in the overall operation of the Research Strategy and Services Unit and works closely with the Director, Research Reporting and Systems in the development and execution of strategic initiatives. The role is responsible for managing an operating and research initiatives budget of \$18 million.

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## Reporting Line

Reports to: Executive Director, Research Strategy & Services

Direct reports: 4

Indirect reports: 42

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## 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**

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- To build a high-performance Research Services team with a strong service culture comprising professional staff working across the university and be adept in the change management entailed in driving continuous improvement in an enterprise operating model.
- To provide inspiring leadership to the Research Services team and ensure all staff are aligned with the service delivery culture and provided with the support and professional development needed to achieve continuous improvement.
- To build and maintain partnerships with other areas of the university to ensure high-quality service provision to the research community and advocacy for research and research management.
- Represent Research Services across the University and externally through engagement and participation in a range of committees, projects and other forums whilst providing support for the schools, colleges and other service areas and ensuring close working relationships with them.
- To ensure that the Executive Director, Research Strategy and Service and other executives of the university are provided with timely and evidence-based advice on all matters pertaining to the provision of Research Services.
- To establish and maintain the necessary professional networks within Australian and internationally to ensure that Research Services at the university keep abreast of best practice within Australia and globally and serve as point of distinction for RMIT in a globally competitive market.
- Be a positive change influencer and advocate for collaboration, service excellence and continuous improvement across R&I.

## **Key Selection Criteria**

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1. A proven track record in leading, motivating and developing a high-performing team providing excellent customer service and delivering results in a dynamic environment. Demonstrated commitment to a strong service culture, continuous improvement and achieving desired outcomes.
2. Demonstrated knowledge of contemporary research management practices and proven analytical, problem solving, and decision-making skills, including experience analysing data from multiple sources and making recommendations to inform strategic and operational plans.
3. A proven ability to combine a proactive strategic and collegial leadership style with strong diplomacy, decisive, clear-thinking, creative and practical implementation strategies, to build capability and improve processes through digital enablement.
4. Outstanding interpersonal, communication, and negotiation skills including the ability to lead, direct and influence others with a proven capacity to network, build and maintain effective relationships with a wide range of internal and external groups.
5. A proven track record in the operational management of a large team/function, including financial and employee management.
6. Understanding of governance and regulatory compliance requirements relative to the RMIT university research activities.
7. Demonstrated high level problem solving, negotiation and conflict resolution skills and abilities to mediate between the conflicting interests of different stakeholders.
8. Demonstrated history of behaviour aligned to the RMIT values, leadership capabilities and professional capability framework.

## Qualifications

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Mandatory:

- Tertiary qualifications in an appropriate discipline and extensive work 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.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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