



## Position Description – ADVC Research & Academic Development

### Position Details

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**Position Title:** ADVC Research & Academic Development

**College/Portfolio:** College of Business & Law **School/Group:** Office of DVC & Vice President

**Campus Location:** Primarily based at City campus, and the potential to work across other RMIT campuses as required.

**Classification:** E1 **Time Fraction:** 1.0

**Employment Type:** Fixed Term

**Fixed Term Reason:** Senior, Specialist and Executive Employee

**Reporting Line:** DVC College Business & Law & Vice President

**No. of Direct reports:** 2-3 (possibly more later)

### RMIT University

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RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement.

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 campuses in Melbourne (City, Brunswick, and Bundoora) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our Melbourne campuses are located. We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

### Why Join RMIT?

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Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration, and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



**Inclusion Imagination Integrity Courage Passion Impact**

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

## Organisational Accountabilities

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RMIT is committed to the safety, wellbeing, and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal Opportunity, Occupational Health and Safety, Privacy and Trade Practices, and Child Safety Standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

## Leadership at RMIT

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At RMIT, leadership is not defined by position or hierarchy. It is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

**Be** – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

**Know** – We are self-aware, and understand our stakeholders, our sector and priorities.

**Do** – We set clear direction and expectations; we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

## The College of Business & Law

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RMIT's College of Business and Law takes an industry and student-centred approach to its courses and programs, ensuring graduates are work ready and able to tackle business and law challenges, balance stakeholder needs, act as socially responsible global citizens and create fair and positive futures for all.

The College delivers impactful research, typically informed by industry, which supports its strong position as a College at the intersection of business/law and technology with social impact. Its important work is underpinned by the principles of quality, collaboration, big ideas and putting people first.

Including one of the largest Business Schools in the Asia Pacific region, the College is comprised of five Schools – four in Melbourne and one in Vietnam – and delivers a broad range of programs in Business and Law, ranging from Undergraduate Degrees to PhD level.

The College's programs are delivered in Melbourne as well as online, with Business programs also available in Vietnam and through partner institutions in Singapore and Shanghai. The College employs over 1000 staff and annually delivers courses to over 26,000 students

The College's central operations are located at RMIT University's City Campus in Melbourne and reside in the Swanston Academic and Emily McPherson buildings.

For further details about the College, please visit: <https://www.rmit.edu.au/about/schools-colleges/college-of-business-and-law>

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## Position Summary

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The ADVC Research & Academic Development (ADVC RAD) is responsible for providing high level strategic leadership at University and College level and leads the implementation of the University's research strategy within the College.

This position ensures the sound management of research functions, concentrations and disciplines within the College and plays an active role in supporting College staff in their development across all phases of academic life, from arrival to promotion to the professoriate. In addition, the ADVC RAD oversees the recruitment and development of Higher Degree Research (HDR) students, HDR programs, and ensures high-quality supervision and timely completions.

It is expected that the allocation between Research and Academic Development would constitute an 80:20% split respectively.

As a member of the College Executive, the ADVC RAD will work collaboratively in support of the University's strategic directions and towards:

- Encouraging cross-disciplinary research which focuses on “the big questions”
- Maintaining a high-performance and impactful research culture and strengthening scholarship
- Staff capability uplift, development and promotion
- Appropriate development of college-based research strategies (specifically including “CoBL Tech”), research concentrations, and cross-college entities, appropriate to the profile of an internationally renowned college of business and law.

## Key Accountabilities

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- Develop, implement and monitor the College's research strategy and annual strategic operating plans, ensuring alignment with university objectives.
- Drive a high-performance culture that values research impact and encourages the sharing of best practice across the College.
- Chair the College Research Committee and represent the College on University and wider community committees, working collaboratively with the DVCR&I and the central research portfolio.
- Oversee research administration, including grant evaluation processes and required research reporting.
- Provide support for academics to achieve successful impact and outcomes across all research related activities such as external grant and high-quality, impactful research outputs.
- Develop strategic partnerships with external stakeholders, industry partners, and international partners to enhance research impact.
- Encourage appropriate development of college research profile and academic development for staff located offshore, especially at RMIT's Vietnam campuses.
- Responsible for strategic budgeting and associated expenditure and financial management.
- Oversee the timeliness, efficiency and quality of the College's higher degree research programs and their proper positioning and integration within the College's research and development objectives.
- Provide leadership and support the schools in research supervisor training and academic development initiatives.
- Promote the development of cross disciplinary, College-wide research concentrations, linking researchers together in networks.

- Develop and lead programs to support academic success, across all aspects of academic work (research, teaching, engagement, service, and governance)
- Work collaboratively with the People and Culture team on strategies and opportunities that support academic staff development and success.
- Work collaboratively with the College Executive on academic success, particularly with the College ADVCE on academic development initiatives that relate to learning and teaching, and with the college ADVCSIE on academic development initiatives that relate to international or engagement.
- Monitor and report on academic promotion success/outcomes to inform promotions strategy and actions.

### **Key Selection Criteria**

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1. Established academic career at Level E with an international and high impact research profile in a discipline area relevant to the College
2. The capacity to support and encourage others to undertake research.
3. Proven ability to identify emerging research issues and policies in the tertiary sector relevant to the business and law disciplines and provide and implement appropriate strategies and actions.
4. Senior academic leadership experience and expertise demonstrating the capacity to initiate, lead and foster a high performance and collaborative research culture.
5. Proven capacity to provide leadership, initiate and facilitate change in an international environment, whilst recognising and accommodating the interdependencies across RMIT.
6. Proven capacity and knowledge in supporting and of developing the capability and development of academic staff.
7. Experience in managing risks related to research (such as AI use/issues, intellectual property and ethical issues).
8. Possesses outstanding interpersonal and communications skills and a demonstrated ability to collaborate and build relationships within the organisation and external stakeholders.
9. Proven ability to combine a collegial style with decisive, clear thinking, creative and practical implementation strategies.
10. Experience and understanding of operating at an executive level including skills in managing finance and managing people to achieve strategic outcomes
11. A working knowledge of the key strategic issues in the Australian higher education sector, and internationally.
12. Possesses a network of established relationships with key academic, industry and professional stakeholders that can be leveraged to enhance the College's research standing and collaborations.

### **Qualifications**

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A PhD in a business or law discipline and professional standing, with active research interests in an area relevant to the College.

### **Working with Children Check**

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Appointment to this position is subject to holding a valid Victorian 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.