

Position Description – Senior Manager, HDR Strategy and Policy

Position Details

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| Position Title: | Senior Manager, HDR Strategy and Policy |
| Position Number: | |
| Portfolio: | Research & Innovation Portfolio |
| School/Group: | School of Graduate Research |
| Campus Location: | Based at the City campus but may be required to work at other campuses of the University. |
| Classification: | HEW 10 (Salary Schedule: https://www.rmit.edu.au/staff/my-employment/pay-and-leave/salary-and-payments/salary-schedules/professional-staff-salary-schedule#full) |
| Employment Type: | Fixed-term (2 years) |
| Time Fraction: | 1.0 |

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>

Research and Innovation Portfolio

RMIT's Research and 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/>

School of Graduate Research

Part of the Research and Innovation Portfolio, the School of Graduate Research (SGR) supports graduates to drive innovation and contribute to excellent research outcomes. Managing the candidature lifecycle from admission to examination, SGR provides services for scholarships, candidature, quality assurance, and a suite of career and professional development programs to enrich the experience of our research candidates and our Higher Degree by Research (HDR) supervisors.

SGR facilitates collaboration with industry and international partners allowing candidates to gain valuable experience and skills by helping the private and public sector solve today's problems and capture opportunities.

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Position Summary

In line with the greater R&I strategic direction, the Senior Manager, HDR Strategy and Policy leads SGR's activities in policy development and review, quality assurance and compliance, global and industry engagement, and skills development opportunities for HDR candidates. The incumbent provides high level advice in the development of SGR strategy and planning, communicating and implementing the plan to achieve strategic objectives and an outstanding culture. This role also leads a team focused on strategic and operational initiatives that aim to transform and embed best practice in research training that enhances the quality of RMIT's graduate research. The Senior Manager HDR Strategy and Policy is also a member of the senior leadership teams (SLT) in SGR and the Research and Innovation portfolio. Developing collaborative relationships with other members of the SLT to achieve alignment on key strategic outcomes is a necessary part of this role.

Key deliverables include:

- Policy, quality assurance, and governance frameworks are defined and adhered to.
- Statutory and reporting requirements related to graduate research are met.
- Processes and practices are in place to enable the growth of global and industry engagement, and schools are supported to develop and implement strategies for growth.
- Management of team members to ensure necessary liaison across the university to deliver initiatives in a streamlined way and in line with relevant strategies and contexts.
- Pro-active collaboration within SGR, across the portfolio and the university in the pursuit of strategic objectives and a whole of university approach.

Reporting Line

Reports to: Assoc. DVC-RTD, School of Graduate Research
Direct reports: 3

Organizational 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

- Provide high level strategic advice to the Assoc. DVC Research Training and Development and other members of the R&I Executive regarding current and emerging research training policy issues and global trends and developments.
- Monitor trends and regulatory changes relating to graduate research both nationally and internationally and support the ADVCRTD in identifying opportunities and threats and developing and implementing strategies in response. Provide ongoing monitoring of the RMIT policy and governance frameworks for research training to ensure these are current and fit for purpose.
- Work with the Director, Research Training Services to ensure feedback from HDR candidates, supervisors and other stakeholders, is actioned to improve the candidature experience and gain a better understanding of graduate outcomes.
- Identify key stakeholders and collaborate on the development and delivery of initiatives that improve the graduate student experience.
- Provide a high level of management and leadership to the Strategy and Policy team, including supervision and development of staff
- Keep abreast of best practice in Australia and internationally on initiatives to support the skills development needs of graduate students and graduate research supervisors and work with the Research and Innovation Capability team within R&I, the Education portfolio and other key partners to ensure RMIT provision in this regard is world class.
- Lead and promote the development of collaborative, cooperative and productive internal and external working relationships, especially with global and industry engagement, and upskilling of candidates.
- Provide high level advice and input into submissions to government related to research training.
- Manage the system of continuous review and quality improvement of research training policy and delivery across RMIT, identifying areas in need of development and coordinate this development across the University.
- Provide oversight and guidance to Candidature Experience team in promoting graduate researcher belonging at and beyond RMIT.
- Be a positive change influencer and advocate for service excellence and continuous improvement across R&I.

Key Selection Criteria

1. 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.
2. High level knowledge of relevant policy and quality frameworks for research training and extensive experience in coordinating policy review in an Australian higher education research training environment.
3. Proven ability to interpret relevant policy frameworks for research and their intersections with research training, with demonstrated experience in the development of new research policy and procedures.
4. Demonstrated experience in the leadership of staff, including supervision, development, mentoring and enabling achievement.

5. Demonstrated ability and credibility to work at a strategic level with executives and senior managers.

- 6. Demonstrated high level problem solving, negotiation and conflict resolution skills and abilities to mediate between the conflicting interests of different stakeholders.
- 7. Highly developed business writing skills with experience in producing policy review and implementation plans, briefing papers and policy guidelines.
- 8. 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 and cultures.
- 9. Demonstrated commitment to a strong service culture, continuous improvement and achieving desired outcomes.
- 10. Demonstrated history of behaviour aligned to the RMIT values, leadership capabilities and professional capability framework.

Qualifications

A relevant tertiary qualification or equivalent combination of qualifications and relevant work experience.

Note: Appointment to this position is subject to passing a Working with Children check.

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| Endorsed: | Signature: Name: Title: Date: | Approved: | Signature: Name: Denise Cuthbert Title: ADVC, Research Training & Development Date: 27 August 2024 |
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