



Position Description – Senior Project Coordinator, Research Proposals

Position Details

Position Title:	Senior Project Coordinator, Research Proposals
College/Portfolio:	Research and Innovation Portfolio
School/Group:	Research Strategy and Services
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 8
Employment Type:	Fixed term
Time Fraction:	1.0 FTE

RMIT University

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?

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/>

Research Strategy and Services

Research Strategy and Services supports researchers to achieve excellent research outcomes. Research Strategy and Services supports strategy development and implementation and continuous improvement in services, systems and processes. The team provides expertise and services in grants and research contracts; research integrity, ethics and governance; and data analytics and reporting.

Position Summary

The Senior Project Coordinator, Research Proposals is responsible for leading and coordinating the development of proposals to major Commonwealth grant schemes, including the ARC Industrial Transformation Research Program.

Reporting to the Senior Manager, Research Proposals and Awards Management, the role oversees the development of individual proposals including managing timelines, preparing proposal development frameworks, developing budgets, coordinating input from key stakeholders, facilitating proposal development feedback and obtaining approvals to support final submissions.

The role provides exceptional support and advice to proposal leaders, and manages effective networks, partnerships and strategic alliances with internal and external stakeholders.

The incumbent will excel at aligning many different stakeholders with different priorities and expectations.

Reporting Line

Reports to: Senior Manager, Research Proposals and Awards Management

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

- Lead and coordinate the development of proposals to major Commonwealth research funding schemes including, but not limited to:
 - ARC Industrial Transformation Research Program
 - Large-scale NHMRC and MRFF schemes.
- Oversee the project management of individual proposals including managing proposal timelines, preparing proposal development frameworks, setting staff accountabilities, communication and engagement with external university partners, budget development/costing, coordinating input from key stakeholders, facilitating proposal development feedback and obtaining approvals to support final submissions.
- Build, develop and manage effective networks, partnerships and strategic alliances with internal and external stakeholders with different priorities and expectations to enable the development and submission of high-quality funding proposals.
- Provide exceptional support and guidance to proposal leaders and their teams on internal and external administrative processes, policies and external requirements relating to the development and submission of their proposal.
- Act as the escalation point of contact, recommending solutions and resolving more complicated proposal development issues.
- Develop and implement administrative systems and processes to support and achieve improvements in major proposal development.
- Liaise with other specialist professional services staff as required on issues such as contracts, intellectual property and commercialisation, finance and project costings.
- Provide administrative and coordination support to key working groups and committees as required.
- Organise and facilitate development workshops and networking events if required.
- Be a positive change influencer and advocate for service excellence and continuous improvement across the Research and Innovation Portfolio.

Key Selection Criteria

- Significant experience and skills in leading and coordinating projects and teams, ideally in a research-based organisation.
- Expert planning, organisational and problem-solving skills, the ability to manage multiple projects and deadlines, including demonstrated project budgeting experience.
- Proven track record in leading or supporting the development and drafting of major funding bids/proposals, business cases or submissions.
- Excellent consultation, influencing and negotiation skills and proven ability to engage effectively with diverse stakeholders to achieve successful outcomes.
- Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation.
- Proven ability to work autonomously with minimal supervision and to prioritise multiple tasks to meet conflicting deadlines.
- Demonstrated history of behaviour aligned to the RMIT values 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 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: Simon Liddle Title: Director, Research Services Date:	Approved:	Signature: Name: Jane Holt Title: Executive Director, Research Strategy & Services Date:
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