



RMIT Vietnam

Coordinator, Research Capability & Enablement

Position Details

Position Title:	Coordinator, Research Capability & Enablement
Division/ Centre:	Office for Research and Innovation
Department:	Office for Research and Innovation
Campus Location:	Based at the Hanoi campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PSV5
Time Fraction:	1.0

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 90,000 students and 10,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

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.

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. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, Spain, as a gateway for European research, industry, and government partnerships. Programs are offered through transnational partners in Singapore, Hong Kong, Sri Lanka, India and mainland China, with research and industry partnerships on every continent.

RMIT Standings in university rankings

RMIT is ranked 125th in the 2026 QS World University Rankings consolidating its reputation as a global leader in education and research. The University is also now ranked 10th in Australia.

The University is ranked 5th globally for its work to reduce inequalities (SDG 10), 30th in supporting decent work and economic growth (SDG 8), and overall 56th worldwide in the 2025 Times Higher Education Impact Rankings.

RMIT has eight subject areas ranked in the top 100 globally in the latest QS World University Rankings by Subject. Four subjects retained their place in the top 50 with Art and Design also maintaining its number one position in Australia. Other standout results included Architecture and the Built Environment, ranked second in Australia and



25th globally, Communication and Media Studies, 4th in Australia and 42nd globally and Library & Information Management coming in at 2nd in Australia and 29th globally. Business and Management ranks 7th in Australia.

www.rmit.edu.au/about

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University and was established in the year 2000. As the leading international university in Vietnam with over 12,000 students, RMIT Vietnam has a high-quality, innovative teaching and learning culture, and a growing research and innovation capability. We provide internationally recognised high-quality education and research aligned to the needs of the Vietnam and ASEAN region. As an internationally recognised Australian university based in South-East Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region. Our teaching and research is highly engaged with industry across the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from English Language training through to undergraduate, post-graduate and PhD programs. All teaching at RMIT Vietnam is in English and maintain the same standards as Australia.

<https://www.rmit.edu.vn/about-us>

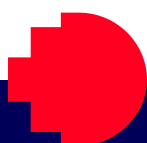
Department Summary

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.

<http://www.rmit.edu.au/research>

Position Summary

The Coordinator, Researcher Enablement in the Office for Research & Innovation (ORI) supports the R&I Capabilities team within the Office for Research and Innovation with the coordinated delivery of strategically relevant programs as part of the recently launched Research and Innovation Skills Enhancement Scheme (RISE) to enable researcher capability at RMIT Vietnam. RISE will include research orientation sessions, editorial support schemes, academic writing bootcamps, grant accelerator funding, research awards, prizes and competitions, and online systems to support research. In addition, the position is tasked with supporting initiatives that connect academics with clusters of research capacity at RMIT Australia and supporting a culture of continuous improvement. This is an exciting opportunity to help deliver this scheme and develop the future of Research at RMIT Vietnam. This will require high-



level coordination with units across RMIT Vietnam and Australia.

The Coordinator will also be expected to support in other areas of research services as part of a dynamic, innovative and collaborative research services team.

Reporting Line

Reports to: Manager, Research Capability Development

Indirectly reports to: N/A

Key relationships: Partners with schools, departments across RMIT Vietnam all relevant units in the Research & Innovation portfolio.

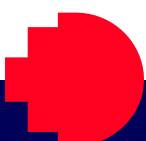
Reporting lines may be adjusted in line with organisational changes.

Key Accountabilities

- Work closely with the Manager, Research Capability Development and the teams in R&I (Australia and Vietnam) to assist with planning and executing the new RISE scheme. This includes coordinating: Hanoi trainings and workshops, the RISE grants accelerator, the RISE writing bootcamp, RMIT Vietnam research award and the editorial support programs.
- Manage stakeholder relationships across a range of units at RMIT Vietnam, including School professional staff, Human Resources, Finance, and Legal, in close collaboration with the Manager, in relation to the implementation of the RISE scheme initiative.
- Supporting the transition to new online systems to improve the capacity of the Office/university where it relates to the research capability services.
- Support in coordination of research events, orientations, awards, competitions, support schemes and seminars that provide opportunities to promote research impact and partnerships across the university and with external partners.
- In collaboration with the Manager, Research Capability, School administration, External Contractors and Research Capability Development in R&I Melbourne, support in the delivery of research capability trainings and programs that promote continual improvement of research capacity at RMIT Vietnam.
- Perform other duties as required within the Office in support of driving research at RMIT Vietnam. Be a positive change influencer and advocate for service excellence and continuous improvement across R&I.

Key Selection Criteria

- Bachelor's degree or above and relevant experience in a similar position.
- Have at least 3 years of experience in relevant fields such as Event Management or Event Organization.
- Knowledge of IT and multimedia-related applications preferred
- Knowledge of research services, and/or the administration of trainings and seminars is highly preferred
- Highly developed interpersonal, verbal and written communication skills, including the ability to confidently handle a range of situations with people from a diverse range of academic and business backgrounds.
- Experience in the organization and coordination of events and workshops, including logistics.



- Demonstrated ability to work effectively and efficiently within a team as well as autonomously under broad direction.
- Excellent organisational and time management skills, with proven ability to manage multiple tasks and the flexibility to re-adjust workload priorities to meet competing deadlines.
- Proven analytical and problem-solving skills and the ability to contribute to continuous improvement projects.
- Demonstrated high level of proficiency in the use of MS Office suite; internet and information management systems.
- Appointment to this position is subject to passing a Working with Children check, background check, etc.
- Ability to display appropriate behaviours in line with the position, RMIT Values and RMIT Leadership Model.

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (General) with a score of at least 6.0 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

Organisational Accountabilities

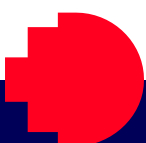
RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Background checks

RMIT Vietnam is committed to providing a healthy and safe working, research and learning environment that enhances wellbeing across our community. As part of this commitment, all new employees are required to undergo background checks prior to commencing employment. Offers of employment are conditional upon the satisfactory completion of these checks. The specific requirements may vary depending on the nature of the role, as outlined in our Background Check Matrix.



Endorsed

Signature:

Name:

Title:

Date: Must filled section

Approved

Signature:

Name:

Title:

Date: Must filled section

