

Job Description – Senior Research Officer

Position Details

Position Title:	Senior Research Officer
Division/ Centre:	Research and Innovation Portfolio
Department:	Research Strategy and Services
Campus Location:	Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PS7
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

www.rmit.edu.au

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and 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 vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

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 Research Officer provides high quality services to researchers in the identification of funding opportunities, development of research funding applications to national and international schemes, submission of eligible and compliant applications to funders, and post-award management. The role provides advice on and facilitates the review of ethics applications and integrity matters. The role also facilitates the review and execution of contracts and coordinates external engagement activities.

The Senior Research Officer works closely with the Senior Manager, Vietnam Research Services, the Heads of School, research leaders, academic staff and the relevant teams at RMIT Melbourne and RMIT Europe in the development and implementation of targeted strategies and initiatives to enhance research management processes and internal and external research collaborative activities.

Reporting Line

Reports to: Senior Manager, Vietnam Research Services

Key stakeholders: Partners with VPA, Head of Schools, research leaders, Research and Innovation Portfolio Melbourne, and RMIT Europe.

Key Accountabilities

- Provide high-level guidance, advice and support in the application process for external grants (e.g. Vietnam Government, European Union, US and similar funding bodies.) This includes connecting research teams within and outside of RMIT Vietnam; guiding individual researchers to funding opportunities appropriate to their development needs and academic level; targeting funding opportunities that strategically align with and increase research activity in University Research Clusters, Priority Areas, and Enabling Capability Platforms; facilitating workshops/information sessions and external review panels (where relevant); and checking eligibility, compliance, funding rules and feasibility of external grant applications.
- Provide high-level guidance, advice and support to academic staff with developing and editing research funding applications, including research proposals, to national, international and internal schemes.
- Manage the post-award activities of externally funded research projects including tracking of funding, milestones and reporting obligations as well as project activity support, stakeholder management issue resolution, and coaching of project staff on post-award best practice, where relevant.
- Provide high-level support and advice to academic staff on guidelines and procedures relating to collaborative research activities within RMIT and/or with external stakeholders. This will include working closely with RMIT Melbourne and RMIT Europe Research and Innovation and Global portfolios.
- Develop and maintain expert knowledge in and the ability to facilitate collaboration across existing and emerging research strengths of the Schools and across RMIT University as a whole.
- Provide support and advice to academic staff and PhD candidates on policy and procedures relating to research integrity and research ethics application and review, including facilitating the review of ethics applications and integrity matters via the RMIT Melbourne ethics and integrity team.
- Facilitate the negotiations, review and execution of research grant contracts and other research related contracts in collaboration with RMIT Vietnam and RMIT Melbourne legal teams.

- Support the Senior Manager, Vietnam Research Services and research leaders to prepare high-level research performance reports, business cases and data analyses to support research strategic plans and initiatives for RMIT Vietnam that are co-developed and implemented by the Research Office and the RMIT Melbourne and Vietnam Executive Group.
- Coordinate and support events directly related to external engagement research activities conducted by the Research Office, research programs or departments to which they are assigned, including supporting international speakers/visitors within research workshops, seminars, conferences.
- Maintain a database of international contacts/networks related to research at RMIT Vietnam.
- Provide high-level advice and research administrative support to Senior Manager, Vietnam Research Services, Heads of School and other senior managers as required.
- Contribute to and engage in projects associated with the continuous improvement of research support services and process.
- Perform other duties as directed within the scope of this classification.
- Be a positive change influencer and advocate for service excellence and continuous improvements across R&I.

Key Selection Criteria

- Bachelor degree or above and extensive experience in a similar position in a complex tertiary education or service environment
- Demonstrated ability to provide high-level pre-award and post-award management for national and international research projects.
- Demonstrated skills to organize, manage and facilitate research workshops.
- Highly developed interpersonal, verbal and written communication skills, including negotiation, liaison and cross-cultural communication, the ability to confidently manage a range of situations with people from a diverse range of academic and business backgrounds, and the ability to develop documents and reports for various initiatives and audiences.
- Experience in the interpretation of complex guidelines and the ability to guide stakeholders as required.
- Demonstrated ability to work effectively and efficiently within a team as well as autonomously under broad direction.
- Excellent organizational 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 proficiency in the use of MS Office suite, internet and information management systems and experience in working with Research Master or other similar databases.
- High-level understanding of a higher education institution's governance and operating environment.
- Knowledge of IT and Multi-media related applications is desirable.
- Ability to display appropriate behaviours in line with the position, as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility).

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. This position involves supporting programs delivered in English, so the minimum requirement is IELTS 7.0 across all skill levels (or equivalent).

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

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.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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