

## Position Description – Officer, Research Partnerships and Initiatives

### Position Details

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<b>Position Title:</b>	Officer, Research Partnership and Initiatives
<b>Position Number:</b>	
<b>Portfolio:</b>	Research & Innovation Portfolio
<b>School/Group:</b>	Research Partnerships and Translation
<b>Campus Location:</b>	Based at the City campus but may be required to work at other campuses of the University.
<b>Classification:</b>	HEW 6 (Salary Schedule: <a href="https://www.rmit.edu.au/staff/my-employment/pay-and-leave/salary-and-payments/salary-schedules/professional-staff-salary-schedule#full">https://www.rmit.edu.au/staff/my-employment/pay-and-leave/salary-and-payments/salary-schedules/professional-staff-salary-schedule#full</a> )
<b>Employment Type:</b>	Continuing
<b>Time Fraction:</b>	1.0

### RMIT University

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RMIT is a global university of technology, design and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students. One of Australia's original educational institutions founded in 1887, RMIT University now has 83,000 students including 15,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and vocational education, applied and innovative research, and engagement with the needs of industry and the community.

With three campuses in Melbourne (City, 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 and Sri Lanka, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 130-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 also committed to redefining our relationship in working with and supporting Aboriginal 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 are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

In the 2019 QS World University Rankings RMIT is ranked 250th and is also ranked 21st globally in the QS Top 50 under 50 which ranks universities under 50 years old. RMIT also ranks in the world's top 500 in the Academic Ranking of World Universities and Times higher Education.

In the 2018 QS Rankings by Subject, RMIT is 11th in the world (highest ranked in Asia Pacific) in Art & Design, and 26th in Architecture & the Built Environment. We are also among the world's top 100 universities in Engineering (including in Civil & Structural; Electrical & Electronic and Computer Science & Information Systems); Accounting & Finance; Business & Management Studies; Communication & Media Studies. The 2018 Shanghai Rankings' Global

Ranking of Academic Subjects echo RMIT strengths in Engineering & Technology and the subject areas as highlighted by QS Rankings by Subject.

### **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 Partnerships and Translation**

Part of the Research and Innovation Portfolio, Research Partnerships and Translation supports and enables researchers to partner to achieve excellent research translation outcomes. Research Partnerships and Translation also oversees intellectual property capture, protection and commercialisation for the university.

### **Position Summary**

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The Officer, Research Partnerships and Initiatives provides support to the Research Partnerships and Initiatives team within the Research Service Centres and ECPs to develop and maintain research partnerships and support researchers and leaders to establish collaborative research projects. The Research Service Centres are co-located with Colleges to provide research partnering, grant development, and research and research training services. The Research Service Centres provides expertise and support to researchers and graduate researchers in the Schools. This position reports to the Director, Research Partnerships and Translation.

### **Reporting Line**

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Reports to: Either Senior Manager, Major Research Initiatives or Senior Manager, Research Partnerships

Direct reports: NIL

### **Organisational Accountabilities**

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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.

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**

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- Support major research initiatives and research partnership activities across Research Service Centres, ensuring they are carried out in a consistent, timely and professional manner; provision of high-level customer service and support to all internal and external stakeholders
- Provide general support in closing new business opportunities
- Support in the build, development and maintenance of connections with industry research partners clients
- Promote RMIT research capability and understand their needs and trends
- Provide support in the development of tenders and requests for information in a timely manner
- Assist in external collaborations managing external collaborative research initiatives and the timely execution of these agreements in accordance with RMIT's policies and procedures
- Assist in maintaining research partnership data in Salesforce
- Contribute and be an active member of the team by effectively supporting continuous improvement through garnering ideas and feedback from stakeholders to innovate and leverage efficiencies

- Be a positive advocate for collaboration, change and a focus on delivering exceptional experiences for researchers, graduate researchers and our staff
- Be a positive change influencer and advocate for service excellence and continuous improvement across R&I

**Key Selection Criteria**

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1. Experience within the University sector or other research-associated sector in a relevant role in a complex environment
2. Well-developed problem solving and analytical skills with an ability to understand issues at both a broad strategic level and at a detailed operational level
3. Proven track record supporting successful delivery of change, quality improvement and project initiatives in a challenging and dynamic environment
4. Relationship building and negotiation skills with the ability to work effectively across multiple levels and functions and with external parties
5. Experience in supporting high-performing customer focussed teams to deliver to a range of clients
6. Excellent oral and written communication skills including the ability to develop and present sound and compelling business cases, proposals and analytical reports to a variety of different audiences
7. Ability to work independently, as a member of a team and collaboratively with internal and external stakeholders to help achieve the strategic objectives of all colleges and promote the values of RMIT University
8. Highly motivated, customer focussed and pro-active with highly developed organisational and time management skills and the ability to handle various and multiple functions simultaneously and under pressure.
9. Demonstrated history of behaviour aligned to the RMIT values and professional capability framework

**Qualifications**

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

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

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Professor Calum Drummond Title: Deputy Vice-Chancellor, Research and Innovation Date: May 2019
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