

SAFE, SUSTAINABLE, ACCESSIBLE RAIL (S²AR) GRADUATE RESEARCH INDUSTRY PARTNERSHIPS (GRIP) COORDINATOR

DEPARTMENT/UNIT	Institute of Railway Technology
FACULTY/DIVISION	Faculty of Engineering
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The **Faculty of Engineering** is one of the largest in Australia, renowned worldwide for the quality and calibre of our teaching, research and graduates. We offer a comprehensive range of undergraduate, graduate, postgraduate and higher degree by research programs in a wide range of engineering disciplines. Our research activities provide a platform for establishing a thriving educational enterprise and our staff are committed to creating a dynamic learning environment.

The research activities range from fundamental studies to research with a strong applications orientation. To learn more about the Faculty of Engineering, please visit our website:

www.eng.monash.edu.au/

The **Monash Institute of Railway Technology (IRT)** is the premier track and vehicle research centre in Australia. Institute undertakes technology development, applied research and consulting activities for the railway industry. It has an established track record in solving railway-related technical issues, and its solutions have been adopted by railway systems throughout the world. The Institute's comprehensive and holistic systematic approach to problem solving using its team of experienced technical specialists has led to significant savings to its customers' operating and capital costs, surpassing all expectations and providing value-added environmental benefits. These activities are undertaken under contractual arrangements with more than 160 client organisations. This Institute is 100% funded through these industrial contracts. To learn more about IRT, please visit IRT website www.IRT.monash.edu. The **Monash Institute of Rail Technology (IRT)** is hosting the S²AR GRIP. The Monash IRT has a global reputation for engineering innovation and leadership in Rail Industry and after 50+ years of existence is embarking on bold new directions in response to rail industry needs. The S²AR GRIP program is one manifestation of this progression.

POSITION PURPOSE

The Safe, Sustainable, Accessible Rail (S²AR) GRIP Coordinator supports the GRIP Directors in the delivery of the GRIP's strategy and operations; and manages and co-ordinates the day to day operational activities of the newly formed GRIP.

The GRIP Coordinator will be responsible for coordinating the processes of PhD candidate applications through to offer. The Program Coordinator will work closely with the lead Faculty Graduate Research Office to coordinate and manage the Expression of Interest (EOI) process. The position requires liaison with industry partners, such as internship periods and the incumbent governance and compliance criteria are met.

The S²AR GRIP Coordinator will support the supervisors and co-directors in ensuring University and Industry requirements are met with respect to the PhD projects, which embodies the innovation/research program of the S²AR GRIP. The GRIP Coordinator will also coordinate innovative training programs on business and technical topics that enhance skills for the PhD students enrolled in the S²AR GRIP Program. The role will require the organisation of GRIP launch events and GRIP workshops that take place in a regular basis to bringing key stakeholders together for a meet and greet and for knowledge sharing with industry partners. The Program Coordinator will be part of the S²AR GRIP management team.

Reporting Line: The position reports to one of the S²AR GRIP co-directors based within Monash IRT and also may take broad directions from the S²AR GRIP co-directors and Monash IRT Director.

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Contribute and co-ordinate the operations and stakeholder management of the S²AR GRIP program, including progress reporting to Monash, industry and other stakeholders, facilitating relationship development with partner industries, and reporting to the S²AR GRIP Management Team and the GRIP Advisory Board

2. Liaise with academic research supervisors, and the Monash University Graduate Research Office to support the delivery of the research and PhD Training of the S²AR GRIP program
3. Operational financial management, budgeting and reporting for the S²AR GRIP, within the framework of Monash University policy and practice
4. Foster a culture of collaboration, networking and information exchange by coordinating the S²AR GRIP knowledge transfer and skill sharing (seminars, workshops, site visits and other forums), including S²AR GRIP launching events and other events that promote or enhance the GRIP stature, in conjunction with relevant stakeholders
5. Liaise and track applications from advertising and marketing through the EoI process, interviews and on-boarding of candidates
6. Liaise with industry partners and PhD candidates, co-ordinate industry placements, have oversight of all compliance requirements of the Monash PhD as pertinent to different faculty requirements
7. Provide the signed contracts with industry to the relevant faculty/academic units along with the cost centre and fund required for processing the scholarship payment at the time of enrolment
8. Advise the GRIP Directors and supervisors of candidate progress and or issues that arise during candidacy
9. Coordinate resourcing of workspaces and equipment needs on campus for candidates. Liaising with e-solutions and any OHS and security requirements
10. Maintain an effective working relationship with key Monash IRT, business units, functional areas, Faculties and University staff including those from the Monash Graduate Research Office
11. Advocate and promote S²AR GRIP, communicate outcomes, engage collaborators, stakeholders and interested third parties to profile the success and impact of the GRIP, in order to extend the Program and advance future growth opportunities
12. Other duties as directed from time to time.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A tertiary qualification and/or exposure to post graduate education and extensive, relevant experience;
 - extensive experience and proven expertise; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Experience implementing strategic plans through strong operational business management of programs and projects
3. Demonstrated experience within industrial research and/or university research context, including expertise in project management and a strong understanding of Intellectual Property
4. High-level interpersonal skills and proven ability to establish a good working relationship with colleagues and students and to develop and maintain strong professional links with relevant industry and the community
5. Proven ability, commitment and passion for engaging in academic and research activities, taking a leadership role where appropriate

6. Ability to plan, organise and achieve work targets, sometimes in demanding circumstances and work harmoniously and constructively with academic colleagues and other University staff
7. Ability to promote the S²AR GRIP and Monash IRT both within the University and to the greater community

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University and industry partner sites may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.