



Position Description – Advisor, Research Security and Due Diligence

Position Details

Position Title: Advisor, Research Security and Due Diligence

College/Portfolio: Research and Innovation Portfolio **School/Group:** Global Resilience Office, R&I Portfolio

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 6 **Time Fraction:** 1.0

Employment Type: Continuing

Fixed Term Reason: Choose an item.

Reporting Line: Manager, Research Security

No. of Direct reports: Nil

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

RMIT's Research and Innovation Portfolio supports researchers to help shape the world. With a global presence, community, and industry connections, we support cutting-edge research and careers that make a positive impact on communities.

The Global Resilience Office (GRO) at RMIT is the whole-of-university advisory service, coordination and capacity-building hub for global risk intelligence, assessment and resilience. GRO is located within the R&I Portfolio but has a university-wide remit, working across colleges and portfolios to support responsible and secure international research and education engagement.

Position Summary

The Advisor, Research Security and Due Diligence is an early-career specialist role within the Global Resilience Office (GRO), working under the close supervision of the Manager, Research Security. The role supports GRO's research security function by assisting with due diligence assessments for RMIT's international research, education and industry partnerships, maintaining compliance workflows and records, and contributing to researcher-facing resources and education activities. This role is well-suited to an early-career professional with a degree in international relations, security studies, law, or a related field, and a genuine interest in global risk, research security and foreign interference field. The role offers structured supervision and genuine opportunities to build specialist expertise in an emerging and high-profile field. Candidates who do not have demonstrated experience against all selection criteria are still encouraged to apply and demonstrate their transferrable skills.

Key Accountabilities

1. Due diligence assessments

- Assist in conducting due diligence assessments for international research and education partnership proposals and projects referred through the Research Strategy & Services (RSS) and Global Partnerships Approval Process (GPAP) - including initial screening for sanctions exposure, entity-list matches, and institutional integrity concerns, using GRO's tiered risk methodology and tools, under the direction of the Manager, Research Security.
- Prepare draft written assessment reports and briefing notes for review and sign-off by the Manager, Research Security, and maintain accurate and auditable records of all assessment activities in GRO's case management systems.

2. Compliance workflow and records management

- Support the maintenance of GRO's research security compliance workflows - including RSS and GPAP-related processes, the Foreign Interests Declaration, and case management records, ensuring documentation is complete, accurate, and consistent with legislative and institutional requirements, under the direction of the Manager, Research Security.
- Assist in monitoring relevant regulatory and policy developments and updating GRO procedures, templates, and guidance materials as directed - maintaining working knowledge of Australia's research security legislative frameworks, including the DTC Act, Autonomous Sanctions Act, and ARC Research Security Framework.

3. Researcher support and education

- Assist as a first point of contact for researchers, research administrators, and college staff on routine due diligence queries and research security compliance obligations - providing general information, directing enquiries to appropriate resources, and escalating complex or sensitive matters to the Manager, Research Security.
- Support the development and maintenance of GRO's researcher-facing education resources - including contributing to training materials, guidance documents, and online resources that help RMIT staff understand and manage their research security obligations.

4. Administration and systems support

- Maintain GRO's case management records, registers, and dashboards accurately and to agreed standards, and assist with the preparation of committee papers and reporting materials as directed by the Manager, Research Security.
- Support GRO's technology and systems activities — including assisting with the testing, maintenance, and day-to-day use of risk intelligence and workflow platforms, and contribute to GRO office administration and coordination as required.

5. General duties

- Comply with relevant EEO, WHS, and other University obligations, and perform other duties as required and appropriate for the level of the role.

Key Selection Criteria

Essential:

- A degree in international relations, security studies, law, political science, or a closely related field - reflecting a foundational understanding of the international and regulatory environment in which academic security risks arise.
- Demonstrated ability to conduct research and analysis tasks - gathering, interpreting, and summarising complex information in clear written documents, reports, or briefing notes for a range of audiences.
- Genuine interest in research security, foreign interference, geopolitics or national security, with a commitment to developing practical expertise in this domain under supervision.
- Strong organisational and record-keeping skills, with the ability to manage multiple tasks, maintain accurate and auditable documentation, and meet deadlines reliably.
- Good written and verbal communication skills, including the ability to draft clear guidance documents and communicate compliance requirements in plain language.

- Ability to exercise discretion and sound judgement when handling sensitive or confidential information, and to work collaboratively across organisational boundaries.

Desirable:

- Some practical experience (including internships or graduate roles) in compliance, research administration, government, policy, or a related analytical field.
- Awareness of Australia's research security legislative and policy framework, including the ARC Research Security Framework, UFIT guidelines, the Defence Trade Controls Act, or the Autonomous Sanctions Act.
- Exposure to or interest in risk intelligence tools or open-source intelligence databases and tools
- Postgraduate study in international security, law, intelligence studies, or a related discipline.

Qualifications

A bachelor's degree in international relations, security studies, law, political science, regional/country/language studies or a related discipline is required. Postgraduate qualifications in a relevant field are highly regarded.

Role-Specific Requirements

- Eligibility to obtain a Personnel Security Clearance at the Baseline Level or above during employment. Australian Citizenship is required for clearance eligibility and is a condition of this role.
- Domestic travel may be required.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian 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.