



Position Description – Advisor, Risk Intelligence and Engagement

Position Details

Position Title: Advisor, Risk Intelligence and Engagement

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, Intelligence and Resilience

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, Risk Intelligence and Engagement is an early-career specialist role within the Global Resilience Office (GRO), working under the close supervision of the Manager, Intelligence and Resilience. The role supports two interconnected functions: GRO's risk intelligence capability, through open-source research, monitoring, and contribution to risk intelligence products; and GRO's engagement and education activities, through the development of training and communication resources and support for capability-building programs across the University. This role is well-suited to an early-career professional with a degree in international relations, intelligence and security studies, or a related field, and a genuine interest in geopolitics, national security, or the Indo-Pacific region. The role offers structured supervision and

genuine opportunities to develop specialist expertise in global risk intelligence in a new and growing institutional function. Candidates who do not have demonstrated experience against all selection criteria are still encouraged to apply and demonstrate their transferrable skills.

Key Accountabilities

1. Risk intelligence research and monitoring

- Conduct open-source research and monitoring to support GRO's risk intelligence function — tracking geopolitical, regulatory, and sectoral developments relevant to RMIT's research and international engagement activities; maintaining and updating country and partner risk profiles; and contributing to risk reports and emerging threat briefings under the direction of the Manager, Intelligence and Resilience.
- Assist in maintaining GRO's risk intelligence registers and monitoring systems, and other relevant registers, and flagging material developments to the Manager, Intelligence and Resilience in a timely manner.

2. Education and training support

- Support the development and maintenance of GRO's capability-building and education program - drafting training materials, online resources, case studies, and researcher-facing guidance documents under the direction of the Manager, Intelligence and Resilience and in coordination with R&I communications staff.
- Assist with the coordination and delivery of GRO's education and awareness activities — including preparing materials for staff briefings, contributing to the Global Risk Knowledge Hub, and supporting the Risk Champions network — ensuring resources are current, accessible, and tailored to their audience.

3. Stakeholder and enquiry coordination

- Serve as a first point of contact for general enquiries directed to GRO via the foreign.risk@rmit.edu.au inbox - triaging matters appropriately, providing general information and signposting to GRO resources, and escalating cases or sensitive queries to the relevant GRO manager.
- Assist with the coordination of GRO meetings, events, and internal briefings — preparing agendas, background materials, and logistics support as directed by the Manager, Intelligence and Resilience.

4. Administration and systems support

- Maintain GRO's risk intelligence records, databases, dashboards, and SharePoint-based knowledge hub accurately and to agreed standards, and assist with the preparation of committee papers and reporting materials as directed by the Manager, Intelligence and Resilience.
- Support GRO's technology and systems activities - including assisting with the testing, maintenance, and day-to-day use of risk intelligence platforms (Strider, Dimensions, ASPI Tracker) — 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, intelligence or security studies, political science, or a closely related field - reflecting a foundational understanding of the geopolitical, regulatory, and security environment relevant to GRO's work.
- Demonstrated ability to conduct research and analysis - gathering, synthesising, and clearly communicating complex information in written products (reports, briefings, summaries) for diverse audiences including non-specialists.
- Genuine interest in geopolitics, national security, or Indo-Pacific affairs, with a commitment to developing specialist knowledge in global risk intelligence under supervision.
- Good written communication and content development skills, with demonstrated ability to produce clear, well-structured written materials including reports, guidance documents, or training resources.

- Strong organisational skills and demonstrated ability to manage multiple tasks, coordinate activities, maintain accurate records, and meet deadlines in a fast-paced environment.
- Collaborative working style and good interpersonal skills, with the ability to engage effectively with academic, professional, and external stakeholders.

Desirable:

- Some practical experience (including internships or graduate roles) in a government, policy, research, regional/country/language studies, intelligence, or communications organisation.
- Awareness of Australia's research security policy environment, including the ARC Research Security Framework, UFIT guidelines, or foreign interference legislation.
- Exposure to or interest in open-source intelligence tools or risk intelligence platforms
- Postgraduate study in international relations, security, or Indo-Pacific affairs.
- Experience in training and education, or internal communications.

Qualifications

A bachelor's degree in international relations, intelligence or security studies, regional studies, political science, or a related discipline is required. Postgraduate qualifications in a relevant field are highly regarded. An equivalent combination of relevant experience and education will be considered.

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.