RMIT UNIVERSITY

Position Description – Cyber Security Research and Innovation - Centre Manager

Position Details

Position Title:	Cyber Security Research and Innovation - Centre Manager

College/Portfolio:	College of Business and Law Research and Innovation	**School/Group:**	Centre for Cyber Security Research and Innovation

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

Classification:	HEW 8	**Time Fraction:**	1.0

Employment Type:	Continuing

Reporting Line:	Prof Matt Warren - Director, Centre for Cyber Security Research and Innovation

No. of Direct reports: 3-4 Professional staff members

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 of Business and Law

As one of the largest Business Schools in the Asia Pacific region, the College of Business is comprised of five schools – four in Melbourne and one in Vietnam - delivering a broad range of programs in Business, ranging from undergraduate Bachelor degrees up to PhD levels. Many programs articulate between Vocational Education and Higher Education, creating pathways for further study. RMIT Business programs are delivered in Melbourne, Vietnam, Singapore, and Shanghai, as well as through RMIT Online.

The College is located on RMIT University's City Campus and resides in the state-of-the-art Swanston Academic and Emily McPherson buildings.

For further details about the College, please visit: https://www.rmit.edu.au/about/our-education/academic-colleges/college-of-business

Centre for Cyber Security and Innovation

The RMIT University Centre for Cyber Security Research and Innovation (CCSRI) was established in 2020 within the College of Business and Law. The focus of CCSRI is to develop multi-disciplinary research relating to the organisational, human and technology aspects of Cyber Security.

The mission of the RMIT University Centre for Cyber Security Research and Innovation (CCSRI) is to be acknowledged as a world-class research centre in multi-disciplinary Cyber Security research and to be acknowledged by Australian and overseas industry and government as a leading source of knowledge and
expertise in multi-disciplinary Cyber Security research.

The vision of the RMIT University CCSRI is to be an internationally and nationally research centre that:

- Carries out multi-disciplinary research relating to the organisational, human and technology aspects of Cyber Security;
- Develops and promotes understanding of strategies, policies, and law issues of the Cyber Security
- challenges for Australia;
- Contributes to the Cyber Security Innovation eco-system within Australia and globally to actively engage with industry and government within Australia and globally.

Position Summary

The **Centre Manager** is a key leadership role within the Centre and forms part of the executive team alongside the Director, Deputy Director, and Research Director. The position is responsible for overseeing CCSRI's operations across its diverse functions, including research activities, events, marketing, courses and training programs, policy initiatives, outreach, and various application domains.

The role is accountable to the executive team for delivering the Centre's day-to-day operations and ensuring that all functions run smoothly, efficiently, and in alignment with strategic priorities.
In addition, the Centre Manager ensures that all Centre projects are effectively managed and delivered on time, budget and within scope, and consistent with the Centre's objectives.

Key Accountabilities

- Operational management of CCSRI, including establishment and delivery of the annual workplan, management of activities across the Centre, finances, marketing and allocation of centre resources
- Project management of research, including budgets, resources, reporting and governance activities.
- Manage the resources to support the development of the CCSRI, including liaising with the Director and Deputy Director, CCSRI, colleagues from the Financial Services Group at RMIT University and Planning & Shared Services team in the College of Business & Law.
- Monitor, review and refine developed content as is required by the projects with the CCSRI.
- Oversee marketing, communications and events for the Centre.
- Coordinate and organise events and travel within the CCSRI, and act as key liaison for visitors and invited guests.
- Effective communication with stakeholders, which engages and allows for commitment to the CCSRI projects to ensure that projects are effectively administered within RMIT University policies and procedures.
- Preparation of reports with regards to project status for the business stakeholders, internal reporting and Centre financial reporting
- Actively participate as part of team initiatives and projects and cooperate with team members in a manner that reflects a commitment to team goals and objectives, effective communication, information sharing and problem solving practices.

Key Selection Criteria

1. Demonstrated high-level interpersonal and professional communication skills to work effectively with individuals and teams of staff with different levels of technical knowledge.
2. Demonstrated project management skills in industry research, with a capacity to manage complex projects independently including the allocation of resources, adherence to project timelines and to deliver high quality outcomes.
3. Demonstrated highly developed written and oral communication skills with excellent attention to detail in complex reports and applications.
4. Demonstrated ability to work independently as well as part of a team, including liaising with a wide range of internal and external stakeholders.
5. Demonstrated high level of diagnostic, analytical & conceptual skills to identify and drive creative solutions and practical implementation strategies.
6. Experience in and financial management, including high level administration, in a complex organisation.
7. Demonstrated experience exercising professional judgement to determine the application or adaptation of policies, practices and systems that impact other areas of the organisation.
8. Demonstrated experience and expertise in the provision of quality customer service, including sound knowledge and consistent application of relevant institutional policy and procedures, the

ability to provide high-level advice, and a commitment to quality assurance and continuous improvement.

Qualifications

A relevant degree and/or subsequent work experience in an office management / project delivery related role.

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.