



Position Description – Director, Research Training Services

Position Details

Position Title:	Director, Research Training Services
College/Portfolio:	Research & Innovation Portfolio
School/Group:	School of Graduate Research
Campus Location:	Based at the City campus, however, may be required to work and/or be based at other campuses of the University.
Classification:	EXEC Salary schedules (rmit.edu.au)
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a multi-sector university of technology, design, and enterprise. The University's mission is to help shape the world through research, innovation, and engagement, and to create transformative experiences for students to prepare them for life and work. 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 three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

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

We are also committed to redefining our relationship in working with, and supporting, Indigenous 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 (City, Brunswick, and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

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

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

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

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.

Click [here](#) to find out more about research and innovation at RMIT University and the Research and Innovation Portfolio.

School of Graduate Research

The School of Graduate Research (SGR) fosters a vibrant research-training culture that engages Higher Degrees by Research (HDR) candidates and helps them produce new knowledge in their chosen field. Working collaboratively with Schools, Colleges, and partners to ensure a high-quality research experience for HDR candidates and supervisors, the SGR manages the candidature lifecycle from admission to examination, including services for scholarships, candidature, quality assurance, and a suite of career and professional development programs for candidates and supervisors.

Click [here](#) to find out more about SGR.

Position Summary

The Director Research Training Services leads a distributed team to provide Research Training services across RMIT for HDR candidates, their supervisors and other stakeholders including schools and colleges research training leadership staff, particularly those staff performing HDR Delegated Authority roles in schools, and professional staff.

The Director supports the Associate Deputy Vice-Chancellor Research Training and Developing in the overall operation of the School of Graduate Research and working closely with the Senior Manager Strategy and Policy in the development and execution of strategic initiatives. The Director also provides advice on profile and fee setting working closely with the Colleges, Recruitment, and Finance. The role is responsible for managing a scholarship stipend budget of over \$25 million.

Reporting Line

Reports to: Associate Director Vice-Chancellor Research Training and Development (ADVC-RTD)

Direct reports: 4

Organisational Accountabilities

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.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

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

- To build a high-performance Research Training Services team with a strong service culture comprising professional staff distributed across the university and be adept in the change management entailed in this shift to an enterprise level service model.
- To provide inspiring leadership to this team and ensure all Research Training Services staff are aligned with the service delivery culture and provided with the support and professional development needed to achieve continuous improvement; and that resources are directed to this area appropriately.
- To build and maintain partnerships with other areas of the university to ensure high-quality service provision for the entire candidature life cycle.
- Represent Research Training Services across the University and externally through engagement and participation in a range of committees, projects and other forums whilst providing support for the schools, colleges and other service areas and ensuring close working relationships with them.
- To ensure that the ADVC RTD and other executives of the university are provided with timely and evidence based advice on all matters pertaining to the provision of Research Training Services.
- To establish and maintain the necessary professional networks within Australian and internationally to ensure that Research Training Services at the university keep abreast of best practice within Australia and globally and serve as point of distinction for RMIT in a globally competitive market.
- Be a positive change influencer and advocate for service excellence and continuous improvement across R&I.



Key Selection Criteria

1. A proven track record in leading, motivating and developing a high-performing team providing excellent customer service and delivering results in a dynamic environment. Demonstrated commitment to a strong service culture, continuous improvement and achieving desired outcomes.
2. Demonstrated knowledge of contemporary research management practices and proven analytical, problem-solving, and decision-making skills, including experience analysing data from multiple sources and making recommendations to inform strategic and operational plans.
3. Experience in and knowledge of university administrative processes and management tools to support HDR through the lifecycle will be considered but not mandatory.
4. Understanding of governance and regulatory compliance requirements relative to the RMIT university research activities.
5. High level conceptual, analytical, and problem-solving skills together with excellent communication skills.
6. A proven track record in the operational management of a large team/function, including financial, infrastructure and employee management.
7. Demonstrated capacity in the effective interpretation and implementation of policy and strategy
8. Demonstrated high level problem solving, negotiation and conflict resolution skills and abilities to mediate between the conflicting interests of different stakeholders
9. Outstanding interpersonal, communication, and negotiation skills including the ability to lead, direct and influence others with a proven capacity to network, build and maintain effective relationships with a wide range of internal and external groups and cultures.
10. Demonstrated history of behaviour aligned to the RMIT values, leadership capabilities and professional capability framework.

Qualifications

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

Note: Appointment to this position is subject to passing a 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.

Endorsed:	Signature:  Name: Prof Denise Cuthbert Title: ADVC, Research Training and Development Date: 23 Jan 2024	Approved:	Signature:  Name: Prof Calum Drummond Title: Deputy Vice-Chancellor and Vice-President Date: Jan 2024
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