



Position Description – Assistant Director, Research Infrastructure

Position Details

Position Title:	Assistant Director		
College/Portfolio:	Research and Innovation	School/Group:	Research Infrastructure
Campus Location:	Primarily based at City campus, and the potential to work across other RMIT campuses as required.		
Classification:	HEW10A	Time Fraction:	1.0
Employment Type:	Continuing		
Reporting Line:	Associate Deputy Vice Chancellor (Research Infrastructure)		
No. of Direct reports:	2 (in future)		

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.

Research and Innovation

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.

Find out more about research and innovation at RMIT University and the Research and Innovation Portfolio at: <http://www.rmit.edu.au/research/>

Research Infrastructure

Research Infrastructure is a signature initiative for Horizon 2 of RMIT's Knowledge with Action strategy. This role is to establish the research infrastructure office and assist the development of a research infrastructure roadmap and investment proposal for RMIT. Currently, there is not a coordinated and consistent approach to research infrastructure across the university. RMIT is also increasingly involved with national infrastructure platforms including the National Collaborative Research Infrastructure Scheme and other collaborative RI ventures, which are better co-ordinated by a central research infrastructure office. A Digital Research Infrastructure facility is also being funded through Horizon 2, which is the first RMIT wide RI facility which sits within the Research Infrastructure Unit.

Position Summary

The Assistant Director role is to shape the Research Infrastructure Unit within the Research and Innovation portfolio, assist the development of a RI roadmap and investment proposal for RMIT Horizon 2 funding, and coordinate RMIT's activities with external research infrastructure providers. The position is responsible for shaping, developing, and delivering a cohesive, university-wide approach to research infrastructure at RMIT. The role ensures the effective planning, management, and enhancement of research facilities, equipment, and platforms to support RMIT's strategic research priorities. This role collaborates closely with leaders and stakeholders across the three RMIT Colleges (STEM, DSC and CoBL), Property Services and Information Technology Services to ensure the sustainability, accessibility, and impact of research infrastructure investments and identify where cross university collaboration is most needed.

Key Accountabilities

Be

- **Demonstrate RMIT Values:** Embody RMIT's values of inclusion, innovation, integrity, and respect in all interactions with staff, students, partners, and stakeholders.
- **Be a Strategic Collaborator:** Foster a culture of collaboration across Colleges and Property Services to achieve shared research infrastructure goals.
- **Champion for Excellence:** Advocate for high standards of safety, ethics, and sustainability across all research infrastructure activities.

Know

- **Understand Research Infrastructure Needs:** Deep understanding of the current and emerging needs for research infrastructure in higher education, both physical and digital.
- **Know Regulatory and Policy Contexts:** Comprehensive knowledge of compliance, regulatory frameworks, and risk management related to research infrastructure.
- **Current with Sector Trends:** Up-to-date with trends and best practices in research facility and asset management, funding models, and strategic partnerships.
- **RMIT Landscape:** In-depth knowledge of RMIT's strategic research priorities, organisational structures, and relationships across the three Colleges, Property Services and ITS.

Do

- **Develop and Lead Strategy:** Design and implement a whole-of-university research infrastructure strategy, ensuring alignment to RMIT's research and innovation plan.
- **Engage and Influence Stakeholders:** Build effective relationships across internal (Colleges and portfolios such as ITS and Property Services) and external groups (such as NCRIS) to understand needs, secure buy-in, and drive shared action.
- **Optimise Assets:** Assist with development of a framework for management and optimisation of major research equipment, facilities and platforms, ensuring sustainability and competitiveness.
- **Secure and Manage Resources:** Support major funding proposals, business cases, and negotiations for infrastructure investment.
- **Deliver Governance and Compliance:** Establish and maintain strong governance frameworks, ensuring infrastructure meets all legal and policy requirements.
- **Drive Improvement:** Lead continuous improvement activities, including performance evaluation, access models, and innovation in delivery and utilisation of research infrastructure.

Key Selection Criteria

Essential:

Be

- **Demonstrated commitment to RMIT's values**, including inclusion, innovation, and integrity, with a leadership style that inspires, motivates, and sets a positive example for others.
- **Proven ability to foster a collaborative and strategic culture**, building strong partnerships and promoting cross-unit cooperation to achieve university-wide goals.

- **Recognised as a champion of high standards** in ethical conduct, sustainability, safety, and service excellence within research or infrastructure contexts.

Know

- **Extensive knowledge of research infrastructure requirements** in higher education or research-intensive environments, including both physical facilities and digital platforms.
- **Deep awareness of sector trends and best practices** in research asset management, shared facilities, and enabling technologies.

Do

- **Proven experience engaging, managing, and influencing a wide range of internal and external stakeholders**, including forming collaborations across faculties, property functions, industry, and government.
- **Track record in governance leadership and compliance procedures**, including establishing reporting frameworks and risk controls.

Desirable:

Be

- **Demonstrated capacity to lead and adapt to change**, encouraging innovation and continuous improvement across teams and processes.

Know

- **Comprehensive understanding of governance, compliance, and risk management** related to research infrastructure, including relevant legislation, policy frameworks, and funding models.
- **Strong knowledge of organisational strategy and the research landscape**, with a proven ability to align infrastructure planning to institutional research priorities.

Do

- **Demonstrated success in developing and implementing strategy** for research infrastructure at scale, ensuring effective integration across organisational boundaries.
- **Evidence of effective management of large, complex infrastructure projects**, including overseeing asset lifecycles, strategic planning, and resource allocation.
- **Experience driving continuous improvement**, introducing innovative models for access, funding, and management that enhance sustainability and performance of research infrastructure.

Qualifications

A tertiary degree in a technical discipline (e.g. Science, Engineering, Biomedical, Design or related) with subsequent relevant research and/or research infrastructure experience and/or extensive management experience/expertise or an equivalent combination of relevant experience and/or education/training. A research degree is preferred.

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.