



Position Description – Assistant Officer, Research Proposals

Position Details

Position Title:	Assistant Officer, Research Proposals
College/Portfolio:	Research and Innovation Portfolio
School/Group:	Research Strategy and Services
Campus Location:	Based at the City campus
Classification:	HEW 5
Employment Type:	Fixed term
Time Fraction:	0.2

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.

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

Research Strategy and Services

Research Strategy and Services supports researchers to achieve excellent research outcomes. Research Strategy and Services supports strategy development and implementation and continuous improvement in services, systems and processes. The team provides expertise and services in grants and research contracts; research integrity, ethics and governance; and data analytics and reporting.

Position Summary

The Assistant Officer, Research Proposals provides efficient and effective pre-award support for competitive research grant applications. This includes reviewing compliance and eligibility of applications, providing expert advice on grant guidelines, and ensuring timely and accurate data entry in internal and external research management systems. The Assistant Officer also provides support to the Research Proposals team as directed.

Reporting Line

Reports to: Manager, Research Proposals

Direct reports: 0

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

- Provide high quality support to researchers in most areas of pre-award grant administration, including providing accurate advice and interpretation of grant guidelines, reviewing eligibility and compliance, and supporting the submission of applications.
- Collaborate closely with the Research Proposals team to support the planning and submission process of funding proposals.
- Undertake high quality and accurate records management of application data in internal and external research management systems.
- Respond to relevant pre-award queries from researchers and provide proactive support to the RMIT research community on pre-award matters.
- Be a positive change influences and advocate for service excellence and continuous improvement in the Research Proposals team.

Key Selection Criteria

1. Highly developed interpersonal skills including a demonstrated ability to use judgement and provide advice
2. Excellent organisational and time management skills, with proven ability to organise and prioritise work and complete tasks with tight timeframes
3. Proven ability to work cooperatively within a team setting and with a high degree of independence
4. Demonstrated high level of computer literacy and/or database skills
5. An understanding of research funding schemes (desirable) or a keen interest in acquiring an understanding of research funding schemes and processes.

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: Title: Date:	Approved:	Signature: Name: Title: Date:
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