



**Position Description – ARC, Chief Operating Officer
(ARC Industrial Transformation Research Hub for Intelligent contaminant-sensing in complex environments (IC-SenseE))**

Position Details

Position Title:	Chief Operating Officer, ARC Industrial Transformation Research Hub
Position Number:	New
College/Portfolio:	STEM College
School/Group:	School of Engineering, Department of Electrical and Electronics Engineering ARC Industrial Transformation Research Hub for Intelligent contaminant-sensing in complex environments (IC-SenseE)
Campus Location:	Based at the City campus but may be required to work and/or be based at other campuses of the University
Classification:	HEW 10A
Employment Type:	Fixed Term 5 Years
Fixed Term Reason:	Specific Task or Project
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>

STEM College

STEM College holds a leading position and expertise in the Science, Technology, Engineering, Mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industries.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact and our students are truly work-ready. Under the leadership of DVC STEM College & Vice President, Digital Innovation, we have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community of achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.

<https://www.rmit.edu.au/about/schools-colleges/stem-college>

ARC Industrial Transformation Research Hub for Intelligent contaminant-sensing in complex environments (IC-SenseE)

ARC Research Hub for Intelligent Contaminant-Sensing in complex Environments (IC-SenseE Hub). The Hub aims to transform Australia's environmental monitoring into a user-responsive industry spanning key users in agriculture, water and built environments. The Hub will achieve this transformation by delivering end-user centric, miniaturised sensing technologies integrated with AI for real-time assessment of chemical/biological contaminants in air, water and soil while predicting potential hazards before they occur. Expected outcomes include new autonomous sensing and forecasting capabilities allowing industries to monitor, analyse and respond to contaminants. This should provide a dramatic increase in industrial productivity, lower emissions and enhanced environmental public health opening new markets and building a skilled workforce.

Position Purpose

In July 2025 the Commonwealth Government announced funding for the ARC Research Hub for Intelligent Contaminant-Sensing in complex Environments (IC-SenseE Hub). The Hub has been awarded Australian Research Council (ARC) funding of \$4.75M over five years. An additional ~\$17.1m in cash and in-kind support has been committed by Hub partners including Australian industries. The Hub will be hosted at RMIT, with Sumeet Walia as Director.

The Hub's Investigators are internationally renowned experts in the core disciplines essential to the Centre's collaborative approach, these include researchers spanning diverse disciplines who's research will be transformed into outcomes for industry partners. The Hub comprises of industries from several key sectors in Australia. Combined this team has decades of experience in breakthrough fundamental research, building major infrastructure and capacity and importantly the translation of research beyond academia.

The COO is a key member of the Hub's leadership team, working in close partnership with the Director, The Executive, The Board, and senior stakeholders. The COO is the most senior non-academic staff member in the Hub, with overall responsibility for the Hub's operations, and a major role in all aspects of the Hub's strategic planning. The position is mandated under the University's Grant Agreement with the Australian Research Council.

Position Summary

We are looking for a highly qualified, experienced candidate who will take on this key position within the Hub, which is critical to the achievement of the Hub's objectives. The Hub's Chief Operating Officer is the most senior operations and business manager within the Hub.

The Chief Operating Officer will be a key member of the Hub's leadership team, working in close partnership with the Director, Executive Committee and Board, with overarching responsibility for the Hub's operations, planning, business and strategic development. The Chief Operating Officer will also work closely with other RMIT Portfolios to ensure the Hub is able to harness the full range of support available at RMIT and will engage with senior administrators across all of the Universities and industry partners involved in the Hub. They will have a clear understanding of the overall mission of the Hub, and a strong focus on business, operations, and strategic plans.

The COO will be required to support a range of significant research-related activities that play a key role in supporting the delivery of the Hub research and translation outcomes. This includes managing a range of strategic and operational activities including: liaising with industry and institutional stakeholders and the RMIT Research Office to ensure effective management of agreements, planning of project deliverables, timely reporting as per University requirements, business improvements, financial compliance, resources management, administration, etc.

This will require the delivery of excellent and comprehensive administrative support services that include budget monitoring, project planning and management, and reporting templates to facilitate and coordinate across the Hub activities. The Hub COO is expected to support the maintenance and development of stakeholder relationships. Key to the role, under the leadership of the Hub Director, is the development and maintenance of effective relationships with key stakeholders and the positioning of the Hub into the future as a national and international leader in Intelligent-sensors.

Reporting Line

Reports to: ARC Hub IC-SenseE, Hub Director (Professor Sumeet Walia)

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

Strategic Development and Relationship Management:

- Develop and execute the Hub's strategic and operational plans, working with the Hub's leadership and Board
- Develop and oversee marketing and communication plans for the Hub, ensuring shared vision of all key stakeholders, within and external to the University
- Develop and maintain partnerships with other relevant business units, functional areas and key staff, including provision of expert advice. Effectively use these relationships to facilitate cooperation across Australia and internationally, and deliver services aligned with stakeholder needs. Key stakeholders will include Hub members, federal, state and international government, agencies senior management and operational staff partner and collaborating organisations, as well as current and potential industry partners
- Report on Hub activities and short- and long-term operational and strategic plans to the Hub Advisory Board, Centre Executive Committee, Australian Research Council, and other organisations as appropriate
- Design and run annual workshops for the Hub accounting for all stakeholders in relation to research and translation outcomes
- Represent the Hub on relevant internal and external committees, and ensure Hub perspectives and interests are recognised and considered appropriately
- Work closely with the Hub Director and other participants to establish media relations that will showcase the research achievements and facilities of the ARC Hub
- Liaise with external organisations to establish community and industry contacts and partnering as agreed to with the Director

Business Management and Reporting:

- Overall management of the Hub's business operations, including financial and administrative aspects of programs and projects, reporting and liaison with the ARC, partner universities, international and industry partners
- Overall coordination of the Hub's broader administrative resources across its nodes
- Ensure the Hub's compliance with all financial and operational reporting requirements.
- Responsible for the effective internal management aspects of research grants and contracts through excellent working relationships with Research Office staff, Faculty Research Office, the University's Legal Office, Office of Financial Services, and other relevant central support areas
- In consultation with the Hub Director, ensure the effective management of Centre IP
- Work with Hub leaders on the development of potential funding agreements with outside agencies, both domestic and international, including research institutions and other organisations
- Continuously review practices and processes to ensure that an effective system of research administration is in place

Hub Administration:

- Drive the Hub's strategic planning and business development, to ensure the success of the Hub, and alignment with the University's objectives and broader research goals
- Develop, lead and manage significant strategic and operational projects, large scale review and the development of policy and procedure, and complex compliance and quality processes
- Develop, lead and manage professional Hub staff and maintain a work environment of continuous review and improvement of business practices, operational processes and service provision
- Develop, lead and manage the Hub's staff development, mentoring activities and training workshops
- Lead and maintain an effective organisational interaction with finance, research, higher degree research (HDR), information systems, human resources, facilities, planning and marketing; ensure that the system of administration facilitates the Hub programs and activities. This may include negotiation on some policy issues to solve potential problems.
- Provide specialist professional and administrative advice to Hub staff (e.g. in relation to research

operations, personnel management, and financial management)

- Manage the Hub's physical resources including: space, equipment, capital works
- Ensure the effective communication and publication of Hub information (databases, website, marketing, social media)
- Ensure comprehensive induction for all new staff, visitors, and students, and preparation (and review and updating) of relevant protocol documents
- Oversee the development and implementation of effective policies, processes and documentation for the Hub appointments, including the recruitment of academic research, general staff and higher degree research candidates
- Comply with statutory, legal and University requirements relating to Occupational Health and Safety(OH&S) and Equal Employment Opportunity (EEO)
- Work with the Director to foster a collegiate environment in the management team and all Hub participants, and across all aspects of the Hub
- Set a positive, creative and inclusive culture along with both behavioural and performance expectations aligned with RMITs IDEA framework

Key Selection Criteria

1. Extensive experience in a tertiary research environment, including a strong knowledge of the business and operational contexts in which national research entities operate.
2. Highly developed skills and experience in strategic and operational management and planning in are search environment, including the management of operational aspects of research programs, finance, resources, contracts, and risk management.
3. Demonstrated ability to work effectively and collegiately with a broad cross-section of professionals to achieve significant outcomes including academics, industry, technologists and administration functions such as contract and finance department from university, industry and government organisations.
4. Exceptional program and project management experience including the ability to lead teams, scope, plan and manage complex projects using contemporary management methodologies, while working under time and resource pressures in a large, complex and dynamic organisation.
5. Demonstrated high-level skills and experience relating to event management and business development
6. Exceptional relationship management skills with the demonstrated ability to develop effective strategic and operational relationships with key senior stakeholders across Australia and internationally. Demonstrated capacity to influence and negotiate at senior levels within and outside the University
7. Demonstrated ability to support multi-institutional teams by developing mechanisms to share information.
8. An appreciation of technology and research activities in academic and/or industry environments, implications for publication, and protection of intellectual property.
9. Demonstrated ability to provide professional support for researchers including postdoctoral fellows and HDR candidates.
10. Demonstrated ability to design and run research and translation focused workshops
11. Demonstrated experience in facilitating large grant applications.
12. Excellent team skills and the ability to contribute as a member of a high performing team.
13. Outstanding conceptual, analytical and evaluation skills, including the demonstrated ability to devise innovative solutions to complex strategic challenges and organisational issues
14. Demonstrated history of behaviour aligned to the RMIT values (inclusion, imagination, integrity, courage, passion and impact) and RMIT's Leadership and Educator & Researcher frameworks.

Qualifications

Extensive high-level experience and proven management expertise or an equivalent combination of relevant experience and /or education/training. A postgraduate degree, or equivalent qualifications and/or extensive relevant experience in a similar role in a large and complex organisation.

Note: Appointment to this position is subject to passing a mandatory Working with Children check

Endorsed:	Signature: Name: Sumeet Walia Title: Professor Date: 12/09/2025	Approved:	Signature: Name: Title: Date:
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