



Position Description – Coordinator, Major Research Initiatives

Position Details

Position Title:	Coordinator, Major Research Initiatives
College/Portfolio:	Research and Innovation
School/Group:	Research Partnerships and Translation
Campus Location:	Primarily based at City campus, and the potential to work across other RMIT campuses as required.
Classification:	HEW 7
Time Fraction:	1.0 FTE
Employment Type:	Continuing
Reporting Line:	Senior Manager, Major Research Initiatives
No. of Direct reports:	Nil

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 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/>

Part of the Research and Innovation Portfolio, Research Partnerships and Translation supports and enables researchers to partner to achieve excellent research translation outcomes. Research Partnerships and Translation also oversees intellectual property capture, protection and commercialisation for the university.

Position Summary

The Coordinator, Major Research Initiatives supports the identification, development and delivery of major collaborative research grant opportunities and funding programs aligned to the Large-Scale Initiatives Framework, including scheme and consortium coordination. The role supports RMIT researchers in developing partnerships with end users (commercial, local, state and federal government, and not-for-profit organisations) to enhance the impact and translation of RMIT research outcomes. Reporting to the Senior Manager, Major Research Initiatives, the Coordinator contributes relationship management of

funded CRCs and to the identification of major research grant opportunities and enables operations including processes, tools, templates and playbooks to ensure efficacy and efficiency in delivering major research grants.

Key Accountabilities

- Support RMIT's involvement in, and ongoing contribution to, multi-institutional, large-scale collaborative research grant opportunities such as Co-operative Research Centres (CRCs), CRC-Ps, ARC grant programs at scale, ARENA, MRFF and other major collaborative grant funding schemes.
- Collaborate with members of the Major Research Initiatives team to support researcher and partner engagement activities, organising and attending meetings to support engagement, and assist in coordinating partnerships associated with large-scale grant initiatives.
- Support the development of budgets and co-investment arrangements associated with major collaborative research grants, working within established investment and approval frameworks.
- Account manage RMIT's contributions to CRCs, ensuring annual payments are made within agreed contractual timeframes. Update the co-investment spreadsheet, ensuring commitments are accurately reflected and timely.
- Coordinate RMIT's involvement with partnered CRCs through ongoing relationship management, support for institutional engagement and co-investment activities, and the promotion of opportunities for research funding, HDR participation, industry collaboration and broader partnership development associated with these Centres, including coordination of associated awards.
- Support researcher engagement and the communication of large-scale grant opportunities aligned to the Large-Scale Initiatives development process, contributing to the development of pipeline opportunities for major collaborative grants through the application of established tools, templates, analysis methodologies and reporting frameworks.
- Collaborate across the Research and Innovation Portfolio and Research Partnerships and Translation team to enable delivery including Research Partnerships, IP&C, Principal Advisor Research Translation and Impact, Research Proposals and Awards Management, to support the identification, development and coordination of major research grant opportunities and associated strategic partnership activities.
- Ensure Salesforce, Large Scale Initiatives trackers and reporting tools are maintained with accurate and up-to-date research partnerships, grant submission and engagement data.
- Be a positive advocate for collaboration and maintain a focus on delivering exceptional experiences for researchers, graduate researchers and our staff
- Be a positive change influencer and advocate for service excellence and continuous improvement across R&I

Key Selection Criteria

1. Demonstrated experience supporting the development and coordination of collaborative research grants involving universities, industry, government and/or not-for-profit organisations.
2. Experience interpreting external competitive research grant funding scheme requirements and supporting the review and coordination of funding applications in accordance with scheme guidelines and institutional processes.
3. Demonstrated ability to work collaboratively with researchers, partners and internal stakeholders to support engagement activities and the coordination of major collaborative research grant initiatives.
4. Highly developed organisational, interpersonal and written communication skills, including the ability to coordinate multiple stakeholders, manage competing priorities and provide high-quality administrative and operational support.
5. Demonstrated ability to build and maintain effective working relationships across complex organisational environments and contribute positively within team-based delivery models.
6. Demonstrated ability to work effectively in a high-volume, deadline-driven environment.
7. Coordinating multiple projects simultaneously and applying sound judgement, problem-solving and analytical skills.
8. Demonstrated analytical and financial administration skills, including experience supporting budget development for major collaborative research grants.
9. Experience using organisational systems, tools and reporting frameworks to maintain accurate project, partnership and funding information and support operational reporting requirements.

Qualifications

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

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.