Position Description – Coordinator, Research Integrity and Governance

Position Details

Position Title:	Coordinator, Research Integrity and Governance
College/Portfolio:	Research and Innovation
School/Group:	Research Strategy and Services
Campus Location:	Based at the Melbourne City campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 7
Employment Type:	Continuing
Time Fraction:	0.6 FTE

RMIT University

RMIT is a multi-sector university of technology, design and enterprise with more than 96,000 students and close to 10,000 staff globally. 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.
https://www.rmit.edu.au/about
https://www.universitiesaustralia.edu.au/university/rmit-university/

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, 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 cuttingedge 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/

Position Summary

The Coordinator, Research Integrity and Governance is responsible for supporting research integrity procedures and processes at RMIT, along with the related education and training program, and other projects, activities and continuous improvement initiatives. The position also provides advice to the RMIT research community as appropriate, as well as governance support to related committees, networks and working groups, as needed.

The Coordinator, Research Integrity and Governance works collaboratively with senior staff and others within the Research Ethics and Integrity team, as well internal and external stakeholders, to support day-to-day operations and ensure the successful delivery, coordination, and continuous improvement of relevant procedures and processes that support the responsible conduct of research at RMIT.

Reporting Line

Reports to: Principal Research Integrity Advisor

Direct reports: Nil

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

- Develop and maintain a strong working knowledge of the principles and practices set out in the Australian Code for the Responsible Conduct of Research 2018 and supporting guides, along with other national and international codes, statutes and regulations relevant to responsible conduct of research and related governance.
- Support and provide specific technical and procedural advice on research regulations (as above) along with related RMIT policy, procedures and processes, to RMIT researchers, R&I staff and other stakeholders across the University. This will involve providing high-level written and verbal advice, managing related correspondence and communications, and report preparation.
- Coordinate and support the efficient and professional management and resolution of research integrity concerns, including:
    - Monitoring for and triage of research integrity concerns,
    - Providing support and advice to referrers or respondents as needed,
    - Assisting in the completion of initial reviews and preliminary assessments,
    - Providing support to investigation panels, and
    - Ensuring decisions are transparent, consistent, documented, and
    - Preparing and promptly issuing related communications.
- Support the development and refinement of research integrity and governance related policy, procedures and processes at RMIT, including contributing to any related internal and external consultations, projects, activities and continuous improvement initiatives.
- Support the development and delivery of research integrity education, training and resources, including organisation and facilitation of related education and training events.
- Manage related research integrity and governance information and records, in keeping with data governance and record management requirements, and including use, maintenance and continuous improvement of relevant digital systems, platforms, files, and online content.
- Liaise closely with RMIT staff and staff of external agencies on matters pertaining to the governance, management and administration of research integrity, including compilation of reports and support to audits or other compliance activities.
- Actively contribute to implementation of RMIT strategy related to research and research training, as well as related business improvement initiatives directed towards customer service excellence. Undertake other research integrity or governance related duties as directed by the Principal Research Integrity Advisor.
- Be a positive change influencer and advocate for service excellence and continuous improvement across R&I.

Key Selection Criteria

1. Demonstrated working knowledge of research integrity and governance related legislation, regulations and guidelines, preferably within a tertiary research environment, and the ability to interpret these for varied stakeholders.
2. High level of commitment to service excellence, including a preparedness to proactively engage with stakeholders and persist with complex issues to achieve timely resolution.
3. Strong interpersonal, influencing and negotiating skills, including the ability to communicate effectively, both verbally and in writing, with people at multiple levels (internal and external to RMIT) in a tactful, professional and co-operative manner. Due to the confidential and sensitive nature of information handled by this position, the demonstrated ability to maintain confidentiality and to use discretion wisely is essential.
4. Demonstrated understanding of and experience in the provision of governance and/or secretariat support for research related committees, preferably in a tertiary research environment.
5. Demonstrated ability to organise, prioritise and complete multiple tasks set by different people, to a high standard whilst meeting timelines.
6. Demonstrated analytical and problem-solving skills and an ability to develop and implement innovative and creative solutions.

7. Demonstrated ability to work with digital technologies including research management systems, desktop applications, internet and intranet, as well as online communication platforms and networks.
8. Proven ability to work effectively as a member of a team, as well as autonomously, with an emphasis on service excellence and continuous improvement.
9. Demonstrated history of behaviour aligned to the RMIT values and professional capability framework.

Qualifications

Relevant tertiary qualification with experience in research integrity, governance, or a related field.

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: