RMIT UNIVERSITY

Position Description – Coordinator, Research Training Services

Position Details

Position Title: Coordinator, Research Training Services

College/Portfolio: Research & Innovation Portfolio

School/Group: School of Graduate Research

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

Fixed Term Reason: N/A

Reporting Line: Manager, Research Training Services

No. of Direct reports: 6

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 & Innovation Portfolio

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/

School of Graduate Research

School of Graduate Research Part of the Research and Innovation Portfolio, the School of Graduate Research (SGR) supports graduates to drive innovation and contribute to excellent research outcomes. Managing the candidature lifecycle from admission to examination, SGR provides services for scholarships, candidature, quality assurance, and a suite of career and professional development programs to enrich the experience of our research candidates and our Higher Degree by Research (HDR) supervisors. SGR facilitates collaboration with industry and international partners allowing candidates to gain valuable experience and skills by helping the private and public sector solve today's problems and capture opportunities.

Position Summary

The Coordinator, Research Training Services is responsible for providing research services and support to HDR candidates and supervisors across the lifecycle. The role also requires the incumbent to perform tasks relating to events and milestones as required by stakeholders. From time to time, there may also be a requirement for this role to perform mentoring activities across the Research Training Services team.

Key Accountabilities

- Collaborate with others in the research training services team to build a culture of service excellence, including role modelling behaviours aligned to this
- Provide specialist advice to HDR students, especially where queries have been escalated, ensuring that policies, procedures and guidelines are understood, and outcomes are compliant.
- Liaise with colleagues across the School of Graduate Research where procedures may need to be adapted or clarified and follow through to ensure appropriate amendments are made.
- Take an active role in collaborating with peers across the Research Training Services team to identify and deliver initiatives that will improve the delivery of research training services
- Work with minimal guidance to ensure the successful delivery of key milestones and events for College stakeholders (e.g. milestone conferences)
- Be a subject matter expert for junior members of the team and provide coaching as required to build capability

Key Selection Criteria

1. Experience within the University sector or similar complex organisation in a relevant role in a complex environment.
2. Strategic thinking, problem solving and analytical skills with an ability to understand issues at both a broad strategic level and at a detailed operational level.
3. Demonstrated experience and ability to lead and support a team and delegate tasks effectively
4. Relationship building and negotiation skills with the ability to work effectively across multiple levels and functions.
5. Demonstrated subject matter knowledge of relevant policies, procedures and regulations.
6. Strong communication skills including the ability to work with a variety of different stakeholders and the ability to develop and present sound and compelling business cases, proposals and analytical reports to a variety of different audiences.
7. Ability to work independently, as a member of a team and collaboratively with internal and external stakeholders to help achieve the strategic objectives of all colleges and promote the values of RMIT University.
8. Highly motivated, customer focussed and pro-active with highly developed organisational and time management skills and the ability to handle various and multiple functions simultaneously and under pressure.
9. Demonstrated high level of computer literacy - word processing, presentation software, email, internet and correspondence management databases and a demonstrated ability to adapt to new IT environments.

Qualifications

A relevant tertiary 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.