



Position Description – Leading Research Centre Administrator

Position Details

Position Title: Leading Research Centre Administrator

College/Portfolio: STEM College **School/Group:** STEM College R&I

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 6 **Time Fraction:** 1.0 FTE

Employment Type: Fixed Term

Fixed Term Reason: Specific Task or Project

Reporting Line: Director Professor Andrey Molotnikov and Deputy Director Professor Milan Brandt
Senior Manager, STEM College, Leading Research Centres and Agile Innovation Hubs

No. of Direct reports: N/A

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.

STEM College

The 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 industry, as never before.

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 lifechanging.

The College is renowned for its exemplary research in many STEM areas across the Schools of Engineering, Health and Biomedical Sciences, Science, and Computing Technologies. Our research addresses issues of global importance, and concerns at local, national and international levels. Highly experienced researchers adopt a collaborative approach to identify innovative, timely and ground-breaking solutions that benefit society. With globally recognised researchers supported by state-of the-art facilities, the College offers exceptional opportunities for postgraduate, postdoctoral researchers and academic staff. Our brilliant researchers attract significant 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, the STEM College we have established new Industry Innovation Hubs with significant industry engagement at scale in our priority sector areas including space tech, advanced manufacturing, food, health tech and digital tech. Our connections are with global industry via RMIT Europe, RMIT Vietnam, and our nodes/centres in India and HK.

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 1,200 staff who deliver onshore and offshore programs to approximately 30,000 students (including around 1500 PhD students).

We are here to positively impact the world and create the next generation of STEM leaders. Click here for more information about STEM College.

The Leading Research Centre (LRC) initiative is a mechanism designed to identify, support, and grow research areas of strategic priority to the STEM College and to RMIT.

The LRC scheme is intended to grow research excellence and reputation in priority areas for the STEM College. Its purpose is to establish the STEM College as world leading over time in identified key areas of research strength.

As part of the vision for the LRCs, STEM College wanted to identify research areas of strength in STEM at RMIT, using a bottom-up approach that allowed researchers to present a case for their own research areas of excellence.

With globally recognised researchers supported by state-of the-art facilities, the STEM College offers exceptional opportunities for the LRCs to take their research to the next level, using existing and new college research infrastructure to grow themselves. <https://www.rmit.edu.au/about/schools-colleges/stem-college/research/leading-research-centres>.

The **RMIT Centre for Additive Manufacturing (RCAM)** is part of the Leading Research Centre (LRC) initiative, a mechanism designed to identify, support, and grow research areas of strategic priority to the STEM College and to RMIT.

RCAM aims to further enhance RMIT's position as one of the global leaders in additive manufacturing delivering both high impact research and innovative solutions to industry.

Position Summary

The Centre administrator will play a central role in supporting the strategic research agenda of the STEM College, with a dedicated focus on the RMIT Centre for Additive Manufacturing (RCAM).

The Centre is globally recognised for its leadership in fundamental and applied research that advances additive manufacturing processes, materials engineering, and industry-focused innovation.

The Centre administrator provides vital operational, and strategic support to enable RCAM to deliver on the College's ambition to be a global leader in STEM research.

The successful candidate will bring a strong and adaptable skill set across research administration, stakeholder management, planning, and strategic communication. Core responsibilities include coordinating research events and outreach initiatives, managing centre-level communications and marketing and coordinate centre reviews, reporting data, and performance management processes. Strong capability in research administration and cross-functional collaboration will be essential to ensuring the Centre's national and international impact and visibility.

Key Accountabilities

- Provide research administration and operational support to enhance research activities across the Centre, including assistance with grant reporting, policy compliance, and coordination with relevant service areas (e.g. Finance, HDR, R&I).
- Coordinate LRC governance and strategic reporting processes, including the development of annual, biannual reports, and performance monitoring mechanisms in collaboration with senior research leaders.

- Support research partnerships, maintaining awareness of relevant grant programs, and supporting the development of aligned research applications.
- Build and maintain effective communication with internal and external stakeholders, including acting as a key liaison between LRCs, University service areas, and external partners such as industry, government, and academic collaborators
- Manage the strategic communications of the Centre through coordinated content creation for digital platforms to promote research achievements and increase visibility.
- Support Centre in developing and maintaining key research collateral and documentation, to communicate research impact and align with institutional strategic priorities.
- Organise and deliver a range of events and activities, including conferences, seminars, workshops and strategic meetings, that facilitate collaboration.
- Provide timely and accurate advice to Centre leadership group and stakeholders on administrative, operational, and compliance matters.
- Support the delivery of a client-focused service culture across the Centre, ensuring high quality, responsive, and collaborative support for researchers, students and partners.
- Other duties as directed by the Directors of Leading Research Centre RCAM / Senior Manager, Innovation Hubs and Leading Research Centres.

Key Selection Criteria

1. Demonstrated ability to work collaboratively across diverse stakeholder groups, including academics, researchers, industry partners, and professional staff, to assist in delivering research outcomes.
2. Highly developed communication, and interpersonal, skills, with experience producing high-quality written materials (e.g., reports, publications, and using digital platforms (websites, social media) to promote research activities.
3. Proven administrative experience in supporting research activities within academic or research-intensive environments
4. Demonstrated organisational skills, including the ability to coordinate high-profile events and deliver complex outputs such as annual reports.
5. Understanding of the research and innovation landscape, including academic research processes
6. Demonstrated experience working with high-performing teams, with the ability to work proactively and support the development of research talent, including HDR candidates and postdoctoral researchers.

Qualifications

An undergraduate qualification and extensive relevant experience including with industry, or an equivalent combination of relevant experience and/or education/training.

Member of associations/accreditations that are applicable to the role.

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.