Position Description – Manager, Innovation Programs

Position Details

Position Title: Manager, Innovation Programs

College/Portfolio: Research & Innovation   **School/Group:** Research & Innovation Capability

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

Classification: HEW 9

Time Fraction: **1.0 FTE**

Employment Type: Continuing

Reporting Line: Associate Director, Research & Innovation Capability

Direct reports: Up to 2 staff including casual staff

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

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/

Research & Innovation Capability

Part of the Research and Innovation Portfolio, Research & Innovation Capability builds strategic capability and capacity to drive research excellence and create impact from research. The Research & Innovation Capability function is responsible for:

- Development and deployment of interdisciplinary research and innovation capability through RMIT's eight Enabling Impact Platforms (EIPs), with an emphasis on deploying strategic capability for impact
- Designing, developing and delivering enterprise-wide programs that foster engagement and build researcher capability, with an increasing focus on growing impact literacy; and
- Strategic talent development and retention via coordination of RMIT's Vice-Chancellor's Research Fellowship Scheme and other enterprise researcher support programs.

Enabling Impact Platforms

The Enabling Impact Platforms (EIPs) were established to bring together whole-of-university capability, collaborating with industry, government and community to pursue impact-focussed research and solve complex local, national and global challenges with innovative multi-disciplinary solutions. The EIPs aim to ensure RMIT's research creates value and benefit for our research partners and in doing so creates impact for the economy, environment and society.

Position Summary

The Manager, Innovation Programs provides expert advice and operational leadership of targeted strategic initiatives that facilitate concept development and researcher capability uplift for large transdisciplinary high-impact initiatives. The role draws on knowledge of innovation frameworks and practices to support the translation of research and delivery of mission-based research.

The Manager will focus on program development and delivery, strategic planning and coordination, stakeholder engagement and pipeline tracking, and implement continuous improvements for key initiatives that feed into RMIT's large-scale initiatives pipeline. This includes supporting RMIT's High Impact-Potential Initiatives (HIPI) Program – a key program of the large-scale initiatives pipeline that facilitates a unique approach to co-design, mentorship and leadership development, catalysing novel concepts that explore white spaces for interdisciplinary research impact.

This role will work closely with RMIT's Enabling Impact Platform (EIP) Directors and Research Partnerships and Translation team to contribute to a high-quality pipeline of RMIT led initiatives.

Key Accountabilities

- Program development and delivery: Document and develop criteria, processes and program guidelines that support the identification, development and tracking of transdisciplinary initiatives, such as high impact-potential initiatives (HIPIs), in collaboration with EIP Directors and Research Partnerships and Translation, including the activation of Enabling Impact Networks

- With interdisciplinary and transdisciplinary teams, facilitate the co-design process for HIPI concept value propositions that are scalable, externally impact and benefit-focused, in collaboration with Research Partnerships and Translation.

- Manage the delivery of innovation activities and support programs that contribute to an effective innovation ecosystem that promotes successful industry engagement, effective translation of research, and entrepreneurial innovation pathways for researchers.

- Facilitate a sprint process and co-innovation and ideation workshops with internal and external delivery partners (as required) to identify, test and assess HIPI concepts that leverage RMIT's capabilities and engage industry and government partners.

- Partner closely with Research Partnerships and Translation and contribute expertise to support initiative development and progress through the pipeline. This includes co-designing and sequencing of activation and development initiatives.

- Partner closely with other key internal stakeholders, including Enabling Impact Platform Directors, Researcher Capability Development unit and key stakeholders across RMIT's Colleges and Portfolios to meet program objectives.

- Develop relevant engagement and communications plans in partnership with RMIT's communications team and prepare strategic communications relating to the reporting of program performance and outcomes, contributing to the Large Scale Initiatives pipeline reporting.

- Implement continuous process improvements, and modifications related to program development within the shared governance model.

Key Selection Criteria

1. Demonstrated experience developing and delivering innovation practices, programs and frameworks that enhance industry engagement, support translation of research and delivery of mission-based research.
2. Demonstrated expertise in coordinating and managing the delivery of services and input from internal and external subject matter experts in complex working environments and teams.

3. Demonstrated strong people leadership and stakeholder engagement skills, including capacity to initiate, lead and manage in a challenging and dynamic environment.
4. Excellent communication, influencing and interpersonal skills that support effective working relationships with internal and external groups and individuals at all levels, achieving outcomes through collaboration, negotiation and influence.
5. Ability to work in a fast moving, complex multi-stakeholder environment, requiring strong problem solving and analytical skills, flexibility, and the ability to monitor and progress multiple projects simultaneously.
6. A service excellence mindset, with a focus on delivering high quality results for the needs associated with all levels of internal and external stakeholders.
7. Demonstrated experience of working with researchers or direct experience as a researcher would be advantageous.

Qualifications

A relevant postgraduate 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.