



Position Description – Manager, Research Security

Position Details

Position Title: Manager, Research Security

College/Portfolio: Global Resilience Office **School/Group:** R&I

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

Classification: Hew 9 **Time Fraction:** 1.0

Employment Type: Continuing

Fixed Term Reason: N/A

Reporting Line: Chief Global Resilience Officer

No. of Direct reports: Up to 2 staff within the Global Resilience Office

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.

College/Portfolio/Group

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, and on empowering staff. 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.

The newly created Global Resilience Office at RMIT is the new whole-of-university advisory service, coordination and capacity-building hub for global risk intelligence. GRO embeds global resilience into RMIT's systems, culture, and leadership - enabling the University to pursue its international ambitions with confidence, clarity, and integrity. GRO is an enterprise-wide advisory service, and knowledge and coordination hub which ensures that international risk and security functions across research, education, operations, and partnerships are aligned, proactive, and fit for purpose.

Position Summary

Manager, Research Security will be a senior executive member of the newly established Global Resilience Office (GRO), working in close partnership with the Chief Global Resilience Officer (CGRO). GRO is the

University's new strategic hub for global risk and resilience. The Manager, Research Security is responsible for building and operationalising a comprehensive research security framework, policy, risk assessment process and systems to ensure the RMIT research community can anticipate, manage and adapt to global risks, and thrive in a rapidly evolving geopolitical, economic, technological, and security landscape. This role will work across the University, with colleges and operational portfolios, to establish close coordination relationships with researchers, research management and international portfolio staff.

This role supports the CGRO in driving the implementation of RMIT's global resilience strategy and embeds resilience into institutional systems, decision-making, and culture. The Manager will work with researchers and research managers, while engaging externally with government, industry, and international partners to position RMIT as a sector leader in research security and institutional resilience.

Purpose

Develop and implement RMIT research security framework, policy, risk assessment processes and systems. Support the establishment of the Global Resilience Office as RMIT's central coordination and intelligence function for global risk, resilience, and research security. Implement robust risk assessment and due diligence processes for research partnerships. Provide specialist advice and training to RMIT leaders and staff on global risks and resilience strategies.

Key Accountabilities

1. Develop and oversee risk intelligence, management and compliance processes throughout the University with a focus on research security, which fulfil the University's obligations under the relevant legislations.
2. Monitor and assess global, national and sectoral risk trends – geopolitical, regulatory, and technological; develop and maintain risk heatmaps, dashboards, and country/partner risk profiles; and conduct scenario planning and stress-testing of RMIT's exposure to major global disruptions.
3. Support the alignment of global risk policies across portfolios, colleges and functions, and assist in integrating global risk assessment into enterprise risk management, research governance and policy, Global Partnership Approval Process (GPAP) and the relevant compliance workflows.
4. Establish clear processes for due diligence, foreign affiliations, sanctions, export controls, and research security.
5. Implement robust risk assessment and due diligence processes for research partnerships and projects, including:
 - Partner vetting: Assess institutional integrity, foreign interference risk, and compliance with Australian laws and any allied frameworks
 - Third-Party Risk: Identify red flags related to sanctions, political exposure, security clearance, and links to restricted entities.
 - Workflow integration: Support GPAP, and develop new risk intelligence and management systems and workflows for research grants and projects, HDR students recruitment and collaborations approval, and contracts to ensure consistency and transparency.
 - Risk-Based tiering: Apply a tiered approach to review risks based on geography, discipline, and project sensitivity.
 - Documentation and audit: Maintain an auditable record of checks, approvals, and risk assessments for regulatory and internal assurance purposes.
6. Provide specialist advice to RMIT leaders and staff on:
 - Foreign interference and influence
 - Research security and national security-related research
 - Intellectual property protection
 - Critical infrastructure and technologies, and dual use technologies
 - Defence Research Policy
7. Assist in the development and delivery of education and outreach engagement program, including briefings, case studies, and online resources to help researchers anticipate, manage, mitigate and report research security risks and comply with their obligations under relevant legislation.
8. Consult with stakeholders and lead the development and implementation of best practice guidelines, policies, processes, and systems in response to established and emerging research

security risks and new or revised legislation impacting on research (e.g. Defence Control Trade Act 2012, Autonomous Sanctions Act 2011, Australia's Foreign Relations (State and Territory Arrangements) Act 2020).

9. Develop and maintain a sound record keeping system in compliance with legislative obligations - including all records of advice, compliance checks, applications for assessment, permits.
10. Promote an institutional culture of resilience, risk management and compliance and oversee adherence to relevant security related Commonwealth legislation through a program of compliance monitoring and audit.
11. Act as primary point of contact, both within the University and for external partners, on research security issues.
12. Network and represent the interests of RMIT University at various external meetings regarding research and national security matters.
13. Comply with relevant EEO and WHS regulations.
14. Perform any other duties as required and as appropriate for the incumbent's level of competence.

Key Selection Criteria

1. Minimum of 5 years related experience preferably in the areas of research security, national security, defence or intelligence, or an equivalent combination of education and experience.
2. A strong familiarity of the Commonwealth's legislative frameworks and policies on national security, research security, export controls, autonomous sanctions, defence research, foreign interference and foreign influence.
3. Excellent communication and influence skills to effectively communicate on complex and sensitive issues; design, draft and present guidelines, policies, training materials, reports; and deliver persuasive and impactful executive briefings to senior, diverse and specialist and non-specialist audiences.
4. Strong analytical and problem-solving capability, including the ability to anticipate issues, navigate complexity and shape strategic solutions.
5. Demonstrated ability to conduct comprehensive and detailed risk analyses of complex research projects, especially in STEM and critical technologies, and legislative and compliance implications and guidelines that impact them, and to use good judgement in assessing complex projects and employing effective problem-solving techniques.
6. Competence and experience in developing and implementing risk intelligence, management and compliance frameworks and communicating these to diverse stakeholders.
7. Demonstrated ability to maintain confidentiality and work independently, while managing competing priorities and meeting deadlines.
8. Knowledge and experience with higher education management and governance.
9. Track record or demonstrated ability to encourage a culture of proactive risk management and support the overall risk management and resilience agenda in the University environment.
10. The ability to work collaboratively and supportively with research and professional staff, HDR students, subject matter experts, committee members and internal and external stakeholders.
11. Experience in developing and maintaining security documentation and the protocols for maintaining compliance with the requirements of such documentation.
12. Demonstrated track record in leading consultation processes across a range of internal and external stakeholders, and in leading a team providing a cross-institutional function.

Desirable

Experience working in the National Security Community/Commonwealth Government

Qualifications

Postgraduate degree and extensive relevant technical and management experience, or an equivalent combination of relevant experience and/or education/training. Valid Working with Children Check is mandatory.

Role-specific requirements

- A current Personnel Security Clearance at the Baseline Level or above or eligibility to obtain during employment
- Australian Citizenship

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.