



Position Description – Manager Research Funding Submissions and Risk

Position Details

Position Title:	Manager, Research Funding Submissions and Risk
College/Portfolio:	Research and Innovation Portfolio
School/Group:	Research Strategy and Services
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
Reporting Line:	Senior Manager, Research Proposals and Awards Management
No. of Direct reports:	Up to 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.



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. 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/>.

Position Summary

The Manager, Research Funding Submissions and Risk leads the intake, submissions and research risk function within the Research Proposals team. The role is responsible for ensuring that RMIT research funding applications, tenders and related proposal activities are triaged, reviewed, risk assessed and submitted through clear, consistent and well-governed processes. The Manager leads a specialist team that provides high-quality support across intake, eligibility and compliance review, submission readiness,

institutional approvals, research risk assessment and escalation of complex or sensitive matters. The role works closely with the Manager, Research Proposal Development to ensure proposal development activity moves effectively into submission, compliance and risk processes, while maintaining clear accountability for operational delivery, institutional assurance and risk-informed decision-making.

Key Accountabilities

- Lead and manage the Research Submissions and Risk team, including intake, submission, compliance and research risk assessment functions, setting clear priorities, allocating work, managing performance and supporting a high-quality, responsive service culture.
- Oversee the intake, triage and allocation of research funding applications, tenders and related proposal requests, ensuring that work is directed to the right support pathway and that deadlines, responsibilities and escalation points are clear.
- Lead the development and consistent application of efficient submission, eligibility, compliance and institutional approval processes for research funding applications, including external grants, tenders and complex funding opportunities.
- Provide operational leadership for research risk assessment in the pre-award and pre-agreement stages, including the identification, assessment, escalation and documentation of risks relating to funder requirements, partners, activity type, eligibility, compliance, due diligence and institutional obligations.
- Act as an escalation point for complex, high-risk or time-sensitive submissions, exercising sound judgement and working with relevant Research and Innovation, College, School, legal, finance, ethics, integrity and specialist teams as required.
- Maintain effective working relationships with the Manager, Research Proposal Development and proposal development staff to support clear handover, shared planning and coordinated support for major schemes, tenders and priority funding rounds.
- Use pipeline, workload, compliance, submission and risk data to monitor service demand, identify pressure points, improve processes and inform reporting to research leaders and the Research and Innovation Portfolio.
- Identify and assess opportunities to use data, technology, digital tools, automation, artificial intelligence and other tools to improve intake, triage, submission tracking, compliance review, risk assessment, quality assurance and service consistency.
- Contribute to continuous improvement across the Research and Innovation Portfolio by improving guidance, processes, templates, service models and cross-team ways of working for research submissions and risk assessment.

Key Selection Criteria

Essential:

- Extensive experience leading research funding submission, compliance, eligibility or pre-award operations in a university, research organisation or comparable complex environment.
- Demonstrated ability to lead intake, triage, workload allocation and deadline-driven operational processes across high-volume research funding activities, tenders or complex proposal workflows.
- Strong understanding of the Australian research funding environment, including major competitive grant schemes, research tenders, funder rules, eligibility requirements, institutional approval processes and common compliance risks.
- Demonstrated experience identifying, assessing, documenting and escalating research-related risks in the pre-award and pre-agreement stages, including risks associated with funder requirements, partners, activity type, due diligence, institutional obligations and sensitive or complex proposals.
- Proven experience leading, coaching and developing high-performing professional staff teams in a complex service environment, with the ability to set priorities, manage workloads and maintain consistent service standards.
- Excellent judgement, problem-solving and decision-making skills, including the ability to manage competing deadlines, assess complex matters quickly and determine when escalation or specialist advice is required.
- Excellent stakeholder management, consultation and influencing skills, with the ability to work effectively with researchers, senior academic leaders, professional staff, external partners, funding bodies and specialist advisory teams.

- Strong analytical and planning skills, including the ability to use pipeline, workload, submission, compliance and risk data to improve operational performance, reporting, service quality and risk controls.
- Demonstrated ability to identify and assess opportunities to use data, technology, digital tools, automation, artificial intelligence and other tools to improve processes, quality assurance and service consistency.
- Demonstrated ability to work across functional boundaries and contribute to service improvement, including clear collaboration with proposal development, contracts, legal, finance, ethics, integrity and other relevant teams.

Qualifications

A Higher Degree by Research qualification or equivalent combination of qualifications and extensive 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.