



Position Description – Manager, Research Training Services

Position Details

Position Title: Manager, Research Training Services

College/Portfolio: Research & Innovation **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 9 **Time Fraction:** 1.0 FTE

Employment Type: Continuing

Fixed Term Reason: Choose an item.

Reporting Line: Director, Research Training Services

No. of Direct reports: 2

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. 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

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 Manager, Research Training Services provides leadership to a team in a Research Training Service Centre which provides services to HDR candidates, supervisors, HDR Delegated Authorities, DPVCs R&I and college-level HDR academic leads across the HDR life-cycle.

The role is responsible for ensuring team members provide consistent, efficient and effective services to support Research Training Services across all schools within its remit.

Success in this role will depend on close collaboration with the two other Managers, Research Training Services and with senior college and school professional staff to ensure an aligned approach to, and resourcing of, support for research training activities including activities which are specific to particular disciplines and discipline clusters.

Key Accountabilities

- To lead a high-performance Research Training Services team delivering high quality Research Training Services and Support and to work in close partnership with the other Managers Research Training Services to ensure an aligned and enterprise-level approach.
- To provide leadership to this team, foster service excellence and ensure all Research Training Services staff are aligned with the service delivery culture, provided with the support and professional development needed to achieve continuous improvement and ensure resources are directed to this area appropriately.
- Ensure efficient administrative processes to support Higher Degrees by Research candidates' lifecycle including enrolment, supervision, variations and milestones management.
- Build and maintain partnerships with other areas of the enterprise to ensure high-quality service provision that supports and enables Higher Degrees by Research candidates to succeed.
- Act as a conduit and referral or escalation point to provide advice and interpret regulations, policies and procedures for candidates including prospective candidates, HDR supervisors and HDR Delegated Authorities.
- Facilitate collaboration and provide guidance, representing Research Training Services across the University and with key external stakeholders through engagement and participation in a range of committees, projects and other forums.
- Support cross University dialogue to ensure that Research Training Services keep abreast of best practice within Australia and globally and serve as point of distinction for RMIT in a globally competitive market.
- Support the development and implementation of Research Training Services to ensure that Executives are provided with timely and evidence-based advice on all Research Training Services matters including management of all formal and informal quality assurance processes
- Be a positive change influencer and advocate for service excellence and continuous improvement across R&I

Key Selection Criteria

- Leadership and management experience within the University sector in a relevant management role in a complex environment.
- High-level 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.
- High-level experience in planning, leading and driving change with accountability for delivering on organisational objectives, developing creative solutions and practical implementation strategies, in a challenging and dynamic environment.
- Strong relationship building and negotiation skills with the ability to work effectively across multiple levels and functions and with external parties.
- Experience in leading and managing high-performing stakeholder focused teams to deliver to a range of clients.
- Excellent oral and written communication skills including the ability to develop and present sound and compelling business cases, proposals and analytical reports to a variety of different audiences.
- 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.

- Proven track record of successful financial management, change management, quality management and project management.
- Demonstrated history of behaviour aligned to the RMIT values, leadership capabilities and professional capability framework

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.