



## Position Description Officer, Research Contracts

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### Position Details

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**Position Title:** Officer, Research Contracts

**College/Portfolio:** Research      **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 6      **Time Fraction:** 1.0

**Employment Type:** Continuing

### Fixed Term Reason

**Reporting Line:** Operations Coordinator, Research Contracts

**No. of Direct reports:** Nil

### RMIT University

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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?

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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**

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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**

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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**

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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 Strategy and Services**

Research Strategy and Services supports researchers to achieve excellent research outcomes. Research Strategy and Services supports strategy development and implementation and continuous improvement in services, systems and processes. The team provides expertise and services in grants and research contracts; research integrity, ethics and governance; and data analytics and reporting.

## **Position Summary**

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The Officer, Research Contracts supports the development, review and approval of research related contracts and agreements entered into by RMIT University. These contracts are for matters that include research undertaken by the University following a competitive grant process or via commercial negotiation.

## Key Accountabilities

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- Provide high quality support to the draft funding and other research-related agreement processes.
- Act as a resource on administrative and procedural matters relating to the preparation and approval of research contracts and agreements and provide expert and customer-focussed advice and support to internal and external stakeholders.
  - Support the development and production of effective internal University communications on the research contracts function, including the preparation of comprehensive information packages, process charts, contract development guidelines, web-based communications and the provision of face-to-face training.
  - Support the research contract data entry processes and training across the University, including analysis and reporting to ensure the integrity and accuracy of contract data entered within the research management systems, and promptly resolving identified data entry issues where necessary.
  - Liaise closely and confidently with academic and administrative staff, granting bodies, partner research organisations, government agencies and other external parties on research contracting matters.
  - Management of records and files so that relevant information is readily available to University researchers and management and external parties as appropriate, including the recording and tracking of relevant contracts details in University databases, the archiving of documents both electronic and hardcopy (if required) and preparing reports as required.
  - Actively engage and contribute to portfolio projects to support continuous improvement and drive a culture of service excellence.
  - Be a positive change influencer and advocate for service excellence and continuous improvement across R&I.

## Key Selection Criteria

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### Essential:

1. Experience in an administrative and/or advisory role, preferably within the higher education sector or an equivalent environment
2. Ability to support the review of draft funding and general commercial agreements.
3. Well-developed problem solving and analytical skills with an ability to understand issues at both a broad strategic level and at a detailed operational level
4. Ability to support multiple projects with different levels of priority and complexity, whilst meeting deadlines in a timely manner
5. Ability to perform everyday tasks to a high degree of accuracy
6. Excellent oral communication skills, in particular, the ability to advise, influence and negotiate effectively and sensitively with staff from a range of workplace settings to build relationships and facilitate the desired action.
7. Excellent verbal, written and communication skills.
8. Highly motivated, customer focussed and pro-active with highly developed organisational and time management skills
9. Demonstrated high level of computer literacy - word processing, presentation software, email, internet and correspondence management databases and a demonstrated ability to adapt to new IT systems and environments.

### Desirable:

- Demonstrated history of behaviour aligned to the RMIT values and professional capability framework

## Qualifications

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A relevant tertiary qualification or equivalent combination of qualifications and relevant work experience.

## **Working with Children Check**

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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.