Position Details

Position Title: Research Services Officer

College/Portfolio: Research and Innovation Portfolio

School/Group: Research Strategy and Services

Campus Location: Based at the City campus, but may be required to work and/or be based at other campuses of the University.

Classification: HEW 6

Employment Type: Fixed term – 9 months (Jan – Sep 2024)

Time Fraction: 1.0 FTE

RMIT University

RMIT is a multi-sector university of technology, design and enterprise with more than 96,000 students and close to 10,000 staff globally. The University’s mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

https://www.rmit.edu.au/about

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

https://www.rmit.edu.au/about/our-locations-and-facilities

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.
Why work at RMIT University?

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.
https://www.rmit.edu.au/careers

We want to attract those who will make a difference. View RMIT’s impressive standings in university rankings.

Research and 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 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

The Research Services Officer provides high level, comprehensive and flexible support across a diverse range of research services operations, including research proposals and tenders; internal funding schemes; research contracts; post-award management; research due diligence; research ethics, integrity and governance. Reporting to the Director, Research Services, the incumbent works collaboratively and flexibly with other members of the Research Services Team to deliver high quality and timely research services and fostering collaboration on all research management issues.

Reporting Line

Reports to: Director, Research Services
Direct reports: NIL

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

**Key Accountabilities**

Under the broad direction of the Senior Managers, provide high level, comprehensive and flexible support across a diverse range of research services operations including, but not limited to, the following:

- Providing accurate advice and interpretation of grant guidelines;
- Reviewing proposal eligibility and compliance and preparing written feedback to researchers;
- Proposal endorsement and submission;
- Allocating research contract matters to contract managers;
- Monitoring and coordinating contract approval and execution;
- Supporting the preparation and submission of the University’s annual ARC End of Year Reports;
- Administration of externally sponsored research grants and contract research;
- Providing advice and guidance on funder requirements and contractual obligations;
- Providing advice and guidance to researchers on project costing and pricing;
- Supporting the gaining and maintaining of research ethics approvals;
- Supporting the management of research integrity breaches;
- Undertaking high quality and accurate records management of research activity data;
- Supporting process mapping, reviews and continuous improvement activities;
- Contributing to foreign engagement and other due diligence activities;
- Supporting the Research Services Team to meet its internal and external reporting requirements;
- Participating in activities to support the development of a new research management system.

**Key Selection Criteria**

1. Demonstrated experience in research administration, ideally in the higher education sector.
2. Strong interpersonal, influencing and negotiating skills, including the ability to communicate effectively with people at multiple levels in a tactful, professional and co-operative manner.
3. Demonstrated ability to organise, prioritise and complete multiple tasks set by different people, to a high standard whilst meeting timelines.
4. Proven ability to work effectively and flexibly as part of a team, as well as autonomously, to deliver excellent customer service.
5. Strategic thinking, problem solving and analytical skills with an ability to develop and implement innovative and creative solutions.
6. Ability to use research management systems to record research activity data, including proven ability to maintain accuracy and attention to detail.
7. Proven ability to contribute to continuous process improvement.
8. Demonstrated history of behaviour aligned to the RMIT values and professional capability framework.
Qualifications

A relevant tertiary qualification or equivalent combination of qualifications and relevant work experience. Note: Appointment to this position is subject to passing a 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.

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<td>Name: Simon Liddle</td>
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<td>Name: Jane Holt</td>
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