Position Description – Senior Coordinator Research Integrity and Governance

Position Details

Position Title: Senior Coordinator, Research Integrity and Governance

College/Portfolio: Research & Innovation Portfolio **School/Group:** Research Strategy & Services

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

Classification: HEW 8 **Time Fraction:**1.0

Employment Type: Continuing

Reporting Line: Principal Research Integrity Advisor

No. of Direct reports: 0

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.

Click here to find out more about research and innovation at RMIT University and the Research and Innovation Portfolio

Position Summary

The Senior Coordinator, Research Integrity and Governance supports and promotes research integrity at RMIT, through the development and implementation of related policy and procedures, projects, education and training activities and continuous improvement initiatives that underpin the responsible conduct of research. The role provides expert and trusted advice to the research community, manages and investigates allegations of research integrity breaches, supports relevant committees and working groups, and works collaboratively with internal and external stakeholders to enhance the University's research integrity and governance framework, in line with RMIT's core values and strategic priorities.

Key Accountabilities

• Develop and maintain a strong working knowledge and understanding of research integrity principles, responsibilities and practices, as well as related governance, as set out in Australian and international codes, guides, statutes and regulations and institutional policy.

• Support and provide specific technical and procedural advice, on research integrity and governance policy, procedures and processes, to RMIT researchers, R&I staff and research related governance structures across the University. This will involve providing high-level written and verbal advice.

• In collaboration with the Principal Research Integrity Advisor, the Senior Manager, Ethics and Integrity, and other stakeholders, support the management and resolution of potential breaches of research integrity and related disputes and non-compliances. This includes gathering of relevant information and facts, as well as preparing correspondence, reports and communications on findings, recommendations and outcomes. Along with the management of related research integrity information, documentation and records, including maintenance of relevant files, systems and platforms.

• Lead the establishment and continuous improvement of operational procedures (standard operating procedures, templates etc.) relating to management of potential breaches in consultation with stakeholders.

• In collaboration with the Principal Research Integrity Advisor and other stakeholders, contribute to fostering a climate of research integrity at RMIT and promoting services for the responsible conduct of research. This includes coordinating the training, effective functioning, maintenance and communications of RMIT's Research Integrity Advisor network.

• In collaboration with the Senior Manager Research Ethics, Integrity and Governance and other stakeholders, support the development, refinement and implementation of research integrity and governance related policy, procedures and processes at RMIT, including contributing to consultations, projects, activities and continuous improvement initiatives.

• Support the development and rollout of research integrity education, training and resources, in consultation with the Principal Research Integrity Advisor and other stakeholders.

• Develop and maintain content on the RMIT website and Researcher Portal related to research integrity in consultation with relevant stakeholders.

• Undertake other research integrity or governance related duties as directed by the Principal Research Integrity Advisor and/or Senior Manager, Ethics and Integrity.

• Be a positive change influencer and advocate for service excellence and continuous improvement across R&I.

Key Selection Criteria

Essential:

- Significant experience in the interpretation, analysis and application of research governance and integrity related legislation, regulations and guidelines, within a complex tertiary research environment, and the ability to interpret these for varied stakeholders.
- Demonstrated experience in complaint management, including the conduct of rigorous and procedurally fair assessments and investigations, along with the production of high-quality correspondences, reports and other correspondence.
- Demonstrated high level interpersonal, influencing and communication skills including the ability to develop productive working relationships at all levels of the university and externally to achieve strategic outcomes.

- Highly developed business writing skills with experience in producing high-quality correspondence, project plans, business cases, policy documents, reports, briefing papers and other governance documentation.
- Demonstrated understanding of and experience in the provision of governance and/or secretariat support for research related committees, preferably in a tertiary research environment.
- High level of commitment to service excellence and resilience, including a preparedness to persist with outstanding issues to achieve timely resolution.
- Proven ability to work effectively as a member of a team, as well as autonomously and to show initiative, with an emphasis on excellent client service and continuous improvement.

Desirable:

- Demonstrated project management skills with experience delivering complex governance or compliance-related initiatives involving multiple stakeholders.
- Experience driving continuous improvement and contributing to the development of efficient, effective, and accountable processes.

Qualifications

A relevant post graduate qualification and substantial relevant work experience in supporting responsible conduct of research in the higher education sector.

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.