



Position Description – Senior Coordinator, Awards Management

Position Details

Position Title:	Senior Coordinator, Awards Management
College/Portfolio:	Research and Innovation Portfolio
School/Group:	Research Strategy and Services
Campus Location:	Based at the city campus, however may be required to work and/or be based at other campuses of the University.
Classification:	Hew 8
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. 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. 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 three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also 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.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

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/>

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 Senior Coordinator, Awards Management provides efficient and effective post-award support for research grants and contracts to assist researchers and the University to meet obligations to external sponsors and partners. The role delivers education and information to academic and professional staff on post-award matters, documents business processes, and develops innovative solutions to improve service quality and effectiveness.

Reporting Line

Reports to: Manager, Awards Management

Direct reports: 0

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.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

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

- Work closely with the Major Research Initiatives and Research Contracts teams on complex post- award management matters and large-scale initiatives.
- Build and maintain strong, enduring relationships with external research funding bodies and sponsors, including the ARC and the NHMRC, keeping abreast of their requirements, funding rules and processes.
- Develop, implement, and maintain effective systems and processes to ensure the University is compliant with the contractual obligations of all external research funding agreements, including milestone management.
- Ensure attention to detail in the capture of research information in enterprise systems.
- Develop and deliver education and information to academic and professional staff on best practice research funding management and compliance.
- Review, improve and document business processes, fact sheets and post-award information guides, and communicate these to stakeholders and in the Researcher Portal.
- Build and maintain positive working relationships with the research community and other central service areas, including Finance Services, providing proactive and customer service-oriented support on all research funding matters.
- Be a positive change influencer and advocate for service excellence and continuous improvement across the Research and Innovation Portfolio.

Key Selection Criteria

1. Significant experience in post-award research funding administration, including excellent knowledge of ARC and/or NHMRC grant guidelines, funding agreements and post-award processes.
2. Strong interpersonal skills including demonstrated ability to build and maintain constructive relationships with internal and external stakeholders.
3. Demonstrated ability to work effectively as part of a team to deliver excellent customer service within a complex, multi-tiered organisation.
4. Excellent communication skills, including editing and presentation skills.
5. Demonstrated experience in using research management systems (or similar) and the ability to adopt new information technology tools to improve business processes and services.
6. Excellent organisational skills, including proven ability to maintain accuracy and meet deadlines with minimal supervision.
7. Demonstrated history of behaviour aligned to the RMIT values and professional/leadership frameworks.
8. An understanding of research finance/accounting would be highly regarded.

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.

Endorsed:	Signature: Name: Title:	Approved:	Signature: Name: Title:
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