Position Description – Senior Coordinator Research Governance

Position Details

Position Title: Senior Coordinator, Research 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: Senior Manager, Research Ethics, Integrity and Governance

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

This is a critical role, providing specialist expertise and essential capability to support RMIT University's research governance, assurance, and risk management responsibilities. The position coordinates activities across the University, relating to research governance including risk management reporting and assurance, policy development and review, governance framework oversight, and compliance monitoring. It also coordinates institutional responses to Government consultations and supports broader research governance, risk, and compliance initiatives. Working collaboratively across the University and with our external stakeholders, the role delivers trusted advice, fosters strong partnerships, and promotes service excellence to strengthen RMIT's research governance, in line with regulatory requirements and RMIT's core values and strategic priorities.

Key Accountabilities

- Provide trusted advice and expertise in research governance and compliance through developing and maintaining a comprehensive and working knowledge of research governance frameworks, regulatory requirements, policy principles and good practice, and applying this expertise to support supporting informed decision-making and consistent application of research governance requirements. This includes awareness of emerging developments and changes in Australian and international legislation, regulations, codes, standards, funding requirements and institutional policies relevant to the governance of research.
- Coordination of research and innovation-related risk management and assurance reporting and activities. Including being a proactive Risk Champion for the R&I Portfolio, and the coordinating of University-wide risk management, monitoring, reporting and assurance activities for the Research and Innovation Risk Domain, including the preparation of high-quality risk reports, consultation with risk owners and stakeholders, liaising with the central Risk Team, tracking of any related mitigation actions, controls and treatments and support for senior leadership.
- Coordinate the development and review of research-related policies, procedures, standards, guidelines and governance frameworks, ensuring alignment with legislative, regulatory, funding body and University requirements, and promoting a fit-for-purpose, risk-informed and effective governance and assurance environment.
- Support research governance related compliance monitoring and reporting, through the design, implementation and coordination of compliance monitoring, assurance and reporting activities aligned to RMIT's research governance and policy requirements, including opportunities for continuous improvement and risk mitigation.
- Coordinate and lead the development of University responses to Commonwealth and Victorian Government consultations on research and innovation matters, engaging stakeholders across the University to prepare timely, high-quality and evidence-based submissions and secure appropriate institutional review and approvals.
- Develop and maintain effective collaborative relationships across Colleges, Schools, Portfolios, Enabling Impact Platforms, Research Centres and Groups, professional functions and external stakeholders to support a coordinated and institution-wide approach to research governance, compliance and risk management.
- Contribute to the planning, implementation and evaluation of strategic projects and initiatives that strengthen the University's research governance, integrity and compliance framework, including regulatory preparedness, assurance activities and process improvement programs.
- Undertake other research governance related duties as directed by the 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 interpreting, analysing and applying research governance-related legislation, regulations, codes, standards and policy frameworks within a complex tertiary education, research or similarly regulated environment, and the ability to provide trusted advice to a diverse range of stakeholders.
- Demonstrated experience coordinating governance, compliance, assurance and/or risk management activities, including the development of high-quality risk assessments, reports, briefing materials, recommendations and other governance documentation.
- Demonstrated ability to develop, review and implement policies, procedures, frameworks and guidance materials, ensuring alignment with legislative, regulatory and organisational requirements.

- Highly developed interpersonal, influencing and stakeholder engagement skills, with a proven ability to establish productive working relationships across all organisational levels and with external stakeholders to achieve strategic and operational outcomes.
- Exceptional written communication skills, including experience preparing high-quality submissions, policy documents, reports, briefing papers, committee papers, correspondence and other governance-related documentation for a range of audiences.
- Demonstrated experience providing governance and/or secretariat support and trusted advice to senior leaders, committees and decision-making bodies, preferably within a tertiary education, research or similarly complex environment.
- Demonstrated ability to coordinate and manage complex projects, consultations or initiatives involving multiple stakeholders, competing priorities and tight timeframes, while maintaining a high level of accuracy and attention to detail.
- Proven ability to work collaboratively and independently, exercising sound judgement, initiative and problem-solving skills, with a strong commitment to service excellence, continuous improvement and achieving outcomes.
- Demonstrated resilience, adaptability and accountability, including the ability to manage sensitive matters, navigate ambiguity and maintain focus on achieving timely and effective resolutions.

Desirable:

- Experience coordinating institutional responses to government, regulatory or sector consultations.
- Experience supporting enterprise risk management, assurance or compliance programs within a university or research-intensive organisation.
- Experience using governance, risk, compliance, reporting and document management systems, together with contemporary digital and AI-enabled tools, to analyse information, improve efficiency, support decision-making, and produce high-quality governance documentation and outputs.

Qualifications

A relevant post graduate qualification and substantial relevant work experience in supporting research governance 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.