



## Position Description – Senior Coordinator, Research Proposals

### Position Details

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<b>Position Title:</b>	Senior Coordinator, Research Proposals
<b>Position Number:</b>	
<b>College/Portfolio:</b>	Research and Innovation Portfolio
<b>School/Group:</b>	Research Strategy and Services
<b>Campus Location:</b>	Based at the City campus, but may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 8
<b>Employment Type:</b>	Fixed Term
<b>Time Fraction:</b>	1.0 FTE

### RMIT University

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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>

<https://www.universitiesaustralia.edu.au/university/rmit-university>

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?

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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>

## Research and Innovation Portfolio

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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 Senior Coordinator, Research Proposals provides high quality services to researchers in the identification of funding opportunities; development of research grants, fellowships and proposals for international funding, foundations, and prizes; and ensuring eligible and compliant applications are submitted to funders.

The Senior Coordinator, Research Proposals works closely with colleagues in the Research & Innovation portfolio and School and College research leaders in the development and implementation of targeted strategies and initiatives which support improvements in grant application quality and quantity. The role requires knowledge of national, international, and internal research funding schemes.

## Reporting Line

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Reports to: Manager, Research Proposals

Direct reports: NIL

## Organisational Accountabilities

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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**

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- Provide guidance, advice and support to researchers with editing and reviewing research funding applications, prizes and awards to national, international and internal schemes.
- Support delivery of research proposals development activities and provision of best-practice, service-oriented advice and support to researchers.
- Support expression of interest and fast track research proposal development processes based on researcher or School/College needs. Organise for draft applications to be reviewed by experts and experienced grant writers in relevant disciplines and provide guidance to researchers on how best to respond to reviewers and assessor comments (e.g., ARC rejoinders).
- Review successful applications and develop insights on what makes a competitive application for different funding schemes.
- Develop and maintain awareness and understanding of existing and emerging research strengths of the College and Schools.
- Develop a comprehensive understanding of the objectives and selection criteria for external funding schemes and provide targeted strategic advice to individual researchers on funding sources appropriate to their expertise.
- Contribute to the development and delivery of workshops, seminars and programs designed to help researchers plan, write and submit competitive applications.
- Build collaborative and mutually beneficial working relationships with key internal stakeholders and develop long-term stakeholder engagement to facilitate the sharing of knowledge and productive communication across the colleges, schools and central service areas.
- Build and sustain effective relationships with an extensive network of relevant University staff, clients, other Australian universities, funding bodies and other stakeholders.
- Be a positive change influencer and advocate for service excellence and continuous improvement across R&I.

## **Key Selection Criteria**

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- Proven experience in the development of research grant applications and proposals, including a sound understanding of national and international research grant schemes and how to attract research funding through these funding agencies.
- An exceptional command of oral and written English and the ability to understand and communicate complex research ideas clearly and succinctly and with the ability to influence and negotiate effectively and sensitively with staff across the University.
- Demonstrated understanding of and ability to interpret research funding scheme guidelines and funding rules and understanding on how to attract research funding through these funding agencies.
- High level administrative and organisational skills, with a demonstrated ability to prioritise and meet fixed deadlines and ability to work on complex and multiple tasks simultaneously.
- Demonstrated ability to work in a team environment with exceptional relationship building, influencing and interpersonal skills with the ability to work effectively across multiple levels, functions and with external parties.
- Highly motivated, customer focussed and proactive with excellent time management skills.
- Demonstrated experience in evaluating practices and procedures, and in identifying and implementing new opportunities and quality improvements.
- Strong relationship building and influencing skills with the ability to work effectively across multiple levels and functions and with external parties.

- 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.  
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.

<b>Endorsed:</b>	Signature: Name: Simon Liddle Title: Director, Research Services Date:	<b>Approved:</b>	Signature: Name: Jane Holt Title: Executive Director, Research Strategy & Services Date:
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