Position Description – Coordinator, Research Contracts

Position Details

Position Title: Coordinator, Research Contracts

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

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

Classification: HEW 7 **Time Fraction:** 1.0

Employment Type: Continuing

Fixed Term Reason: Choose an item.

Reporting Line: Manager, Research Contracts

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.

Portfolio

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 Coordinator, Research Contracts plays a key role in the development, review and approval of research related contracts and agreements entered into by RMIT University. These contracts are for matters that include research undertaken by the University following a competitive grant process or via commercial negotiation. In addition to reviewing and critiquing draft research agreements and related documents, the position monitors and recommends improvements to the Research Contracts Team's business processes, manages internal communications on the contracts function and oversees data integrity matters.

Key Accountabilities

- Under the guidance of senior team members, review, draft and negotiate a range of competitive and commercial research agreements ensuring the contractual terms and conditions are compliant with University policies and identified requirements.
- Subject to appropriate internal approval, accept low risk changes to terms and conditions of agreements where required, and assist with the preparation of comprehensive and accurate agreement schedules.
- Obtain and communicate expert commercial, financial and legal advice on commercial matters to key stakeholders to minimise risks to the University and enable timely transactions.
- Liaise with key internal stakeholders including Legal Services, Financial Services and Research Partnerships and Translations, to enable efficient and streamlined contract management processes.
- Liaise with external funding agencies, business partners, research collaborators and external peer networks to inform and enable best practice in research agreement negotiation and execution.
- With the oversight of senior team members, prepare recommendations on risk, risk management and compliance with RMIT's policies and procedures to enable the R&I delegate to make an informed decision on the execution of competitive and commercial contracts.
- Participate in post award contract management, in particular, drafting variations and novations.
- In consultation with stakeholders, monitor, review and recommend changes to contracting processes and workflows and contribute to the implementation of initiatives directed towards streamlined, efficient and best practice service delivery.
- Maintain accurate records and processes to enable the effective functioning of the RMIT Research Contracts Portal and provide reports on activity as required.
- Be a positive change influencer and advocate for service excellence and continuous improvement across R&I.

Key Selection Criteria

1. Substantial experience in an administrative and/or advisory role, preferably within the higher education sector or an equivalent environment. A law degree would be preferred.
2. Ability to review and critique a wide range of draft funding and general commercial agreements, and to provide clear, concise feedback and advice to stakeholders.
3. Demonstrated ability to work systematically and simultaneously on multiple projects with different levels of priority and complexity, whilst meeting deadlines in a timely manner.
4. Proven ability to pay close attention to detail and produce work that is of a high quality and accuracy.
5. Demonstrated ability to use initiative, judgement and problem-solving skills in order to provide creative and practical solutions to problems.
6. Excellent communication skills, in particular the ability to advise, influence and negotiate effectively and sensitively with staff from a range of workplace settings to build relationships and facilitate the desired action.
7. A proven track record in providing high quality, customer focussed service.
8. Demonstrated high level of computer literacy including an understanding of available information communication technologies and how to apply these innovatively to work situations.
9. Demonstrated history of behaviour aligned to the RMIT values, leadership capabilities and professional capability framework.

Qualifications

A relevant tertiary qualification (Law degree preferred) or equivalent combination of qualifications and relevant work experience.

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.