



Position Description – Senior AI Adoption Specialist (Research Community)

Position Details

Position Title: Senior AI Adoption Specialist (Research Community)

College/Portfolio: Research & Innovation **School/Group:** Research Infrastructure

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

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

Employment Type: Continuing

Fixed Term Reason: Choose an item.

Reporting Line: Director, RACE Hub

No. of Direct reports: Nil

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 demonstrate our commitment to reconciliation and Indigenous self-determination by embedding these values through Responsible Practice across 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.

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, 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 AI Adoption Specialist plays a pivotal role in empowering RMIT's research community to strategically adopt and integrate artificial intelligence (AI) tools and technologies that enhance research efficiency, quality, and impact. This role serves as a trusted advisor and enabler, bridging the gap between rapidly evolving AI capabilities and practical research needs across the full research lifecycle.

Working collaboratively with researchers, ITS, and strategic technology partners, the AI Adoption Specialist will identify and evaluate emerging AI tools, pilots and implements AI-driven solutions tailored to research community needs, design and deliver tailored training and resources to build AI literacy and

confidence, and provide expert guidance on the responsible and ethical use of AI in research aligned with RMIT's policies and sector best practice. The successful candidate will be a proactive, hands-on professional who combines technical AI knowledge with strong research domain understanding and exceptional stakeholder engagement skills, fostering a culture of innovation and continuous improvement across RMIT's research community.

Key Accountabilities

1. Engage with researchers to identify, scope and prioritise opportunities for AI adoption within their research domains, ensuring alignment with research goals and institutional priorities.
2. Design and deliver prototypes that showcase innovative AI-driven approaches to real-world research challenges, building momentum and buy-in across the research community.
3. Provide hands-on technical guidance and support for the deployment and integration of AI tools and workflows, ensuring researchers can confidently and effectively adopt new technologies within their practice.
4. Document solutions, capture lessons learnt, and share best practice to enable scalability, reuse, and long-term sustainability of AI adoption across RMIT's research community.
5. Develop and deliver targeted training programs, workshops, and resources that build AI literacy, confidence, and capability among researchers, HDR candidates, and research support staff, contributing to a culture of innovation and continuous improvement.
6. Collaborate with ITS, the R&I Portfolio, and strategic technology partners to ensure alignment with institutional strategy, infrastructure, and support ecosystems.
7. Provide support to other teams across portfolios and Colleges as required within the scope of this classification.
8. Take accountability for individual actions and workload, positively influencing team culture and consistently demonstrating RMIT's values.

Key Selection Criteria

Essential:

1. Demonstrated strong hands-on experience with AI technologies such as natural language processing, machine learning, generative AI, and process automation, with the ability to critically evaluate and apply these to practical research challenges across diverse disciplines.
2. Demonstrated experience delivering AI-enabled solutions from early-stage prototype through to deployment, including iterative development, testing, and integration within cloud-based environments (e.g., AWS, Microsoft Azure).
3. Well-developed understanding of cloud service models and strategies to optimise performance, efficiency, and cost-effectiveness.
4. Proven ability to produce clear technical documentation, user guides, and best-practice resources that support adoption, scalability, and long-term sustainability of solutions.
5. Highly developed interpersonal and communication skills for engaging with and advising students, staff and industry partners, combined with a strong commitment to teamwork and multidisciplinary collaboration across diverse teams and organisations to support cultural change and drive AI adoption across the university.

Desirable:

1. Well-developed project planning and management skills, with the ability to deliver outcomes within fixed timeframes and under competing priorities.
2. Experience contributing to technology-focused deliverables within small, agile project teams.

Qualifications

Mandatory: Bachelor's degree in Computer Science, Information Technology, Engineering, or a related field (or equivalent experience).

Desirable: A research qualification is preferred.

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.