



Position Description – Senior Coordinator

Position Details

Position Title:	Senior Coordinator
College/Portfolio:	STEM College
School/Group:	Sir Lawrence Wackett Defence & Aerospace Centre
Campus Location:	Based at the City campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 8
Employment Type:	2 Year Fixed Term
Time Fraction:	1.0

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally-focused graduates.

Culture

Our Values inspire us, wherever we are in the world, and guide how we live and work together.

Imagination. Agility. Courage. Passion. Impact. Inclusion.

What unites us is our purpose and our values; they are at the heart of who we are, what we stand for, how we make decisions and connect with each other.

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. RMIT exists to create transformative experiences for our students, getting them ready for life and work. You will be a part of a productive and collaborative

team, who values working relationships and outcomes through open and inclusive planning, continuous information sharing and transparent work practices. www.rmit.edu.au

STEM College

STEM College holds a leading position and expertise in the Science, Technology, Engineering, Mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industries.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact and our students are truly work-ready. Under the leadership of DVC STEM College & Vice President, Digital Innovation, we have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community of achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.

<https://www.rmit.edu.au/about/schools-colleges/stem-college>

The Sir Lawrence Wackett Defence and Aerospace Centre (SLWDAC)

The Sir Lawrence Wackett Centre is dedicated to advancing the fields of defence and aerospace through cutting-edge research, innovation, and collaboration. It serves as a hub where industry leaders, government agencies, and academic experts come together to develop technologies and solutions that enhance national security and aerospace capabilities. The Centre promotes workforce development by offering tailored training programs and work-integrated learning opportunities, ensuring a highly skilled workforce for the defence and aerospace sectors. With a strong focus on practical applications, SLWDAC fosters partnerships and conducts collaborative research projects that drive technological advancements, ensuring Australia remains at the forefront of global defence and aerospace innovation.

Details about the Centre can be found here: <https://www.rmit.edu.au/defence-aerospace>

Position Summary

The Sir Lawrence Wackett Senior Coordinator is responsible for all administrative and operational functions to support the Centre's activities and objectives; Providing strategic planning and support to the Director, managing the Centre's research projects and progress reports, including the preparation of the annual report. Overseeing financial management of the Centre and advising the Centre Director and University finance teams.

The Sir Lawrence Wackett Senior Coordinator will oversee all administrative and operational functions to support the Centre's activities and objectives.

The position requires robust stakeholder management, encompassing existing and prospective clients, members of the Centre's public and private sector networks, and the general public.

The position also oversees the Centre's marketing and communications of research deliverables, including publications, website management, and media and social media engagement. Additionally, this role involves managing events of varying scales, from small meetings to large international exhibitions such as the Avalon Airshow and the Land Forces Conference.

This position has a key role in facilitating the implementation of new processes and systems of the Centre and is also responsible for ensuring appropriate adherence and implementation of policy and procedure.

Reporting Line

Reports to: Senior Manager, Innovation Hubs and Sir Lawrence Wackett Centre Director

Direct reports: Nil

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.

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

1. Provide high-level research administration management to enhance research activities for the Sir Lawrence Wackett Centre.
2. Build effective communication channels and maintain support networks with internal and external stakeholders
3. Develop close and productive working relationships with key University administration functions other operational service teams (from Finance, Communications, Events, IT, HR, HDR etc).
4. Support Sir Lawrence Wackett members in optimizing the use of and leveraging resources for broader research opportunities and grant applications preparation.
5. Provide support to the research leadership team for reporting on research grants, which are not directly supported by the R&I post award team.
6. Provide appropriate and timely information and advice to the Sir Lawrence Wackett Director and key stakeholders on policy, resourcing and other administrative matters concerning research activities including compliance with reporting requirements and project/grant deliverables.
7. Manage the Centre governance processes including taking a major role in the preparation of critical reports development of strategic processes and/or other documents required.
8. Manage and deliver formal and informal research centre events and activities from planning to post event delivery, including booking venues, catering, arranging AV requirements, setting up meeting rooms, tracking expenditure, and assisting with stakeholders' travel and accommodation arrangements as required. This will support national and international collaboration with academic and industry partners.
9. Manage the strategic communications of the Centre, including the implementation and coordination of content for the Centre's web presence, social media, media, seminars, journal releases and other Centre events, such as meetings, workshops and conferences.
10. Deliver high-level, strategic administrative support to the overseeing critical operational and advisory research committee. This includes the meticulous crafting of strategic meeting agendas, the precise and timely preparation and distribution of meeting minutes, and a proactive follow-up on action items to ensure the effective execution of initiatives and successful outcomes.

11. Other duties as directed by the Senior Manager, Innovation Hubs and Sir Lawrence Wackett Centre Director.

Key Selection Criteria

1. Demonstrated ability to work collaboratively across diverse stakeholder groups, including academics, industry partners, and professional staff, to deliver strategic research outcomes in complex organisational environments.
2. Highly developed communication, interpersonal, and negotiation skills, with experience, producing high-quality written materials (e.g., reports, publications, and grant applications), and using digital platforms (websites, social media) to promote research activities.
3. Proven experience in supporting research activities within research-intensive environments, including coordination of grant applications, preparation of journal submissions and project reports, and facilitation of research team operations across institutions.
4. Demonstrated organisational and project management skills, including the ability to coordinate high-profile events, manage competing priorities.
5. Strong analytical and problem-solving skills, with a proven ability to interpret and apply policy and procedures, identify risks and opportunities, and implement practical, creative solutions to support research operations.
6. Evidence of advanced organizational skills and the ability to effectively compile and deliver outputs, such as project reviews, reports, multi-partner project documentation, and significant reports that include financial oversight.
7. Experience in supporting multi-institutional research initiatives, including mechanisms to share information, coordinate across research systems, and act as a central point of contact for cross-institutional collaboration.
8. Understanding of the research and innovation landscape, including academic research processes, technology translation, publication and IP, funding mechanisms.
9. Demonstrated experience working with high-performing teams, with the ability to work proactively and support the development of research talent, including HDR candidates and postdoctoral researchers.
10. Demonstrated highly developed interpersonal, communication and negotiation skills that enable internal and external collaboration with a wide range of stakeholders on complex, sensitive and confidential issues.
11. An appreciation of technology and research activities in academic and/or industry environments, implications for publication, and protection of intellectual property.

Qualifications

A undergraduate degree, or equivalent qualifications and/or extensive relevant experience in a similar role in a large and complex organisation. Note: Appointment to this position is subject to passing a mandatory Working with Children check

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