



Position Description – Senior Manager, Centre Operations

Sir Lawrence Wackett Centre for Defence and Aerospace

Position Details

Position Title:	Senior Manager, Centre Operations – Sir Lawrence Wackett Centre
College/Portfolio:	STEM College
School/Group:	Sir Lawrence Wackett Centre
Campus Location:	Based at the Melbourne campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 10A
Time Fraction:	1.0 FTE
Employment Type:	Continuing
Reporting Line:	Associate Director, Research & Innovation Dotted line to the Director, Sir Lawrence Wackett Centre

No. of Direct reports: 3-5

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.

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 to 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>

Sir Lawrence Wackett Centre

The Sir Lawrence Wackett Centre supports the transformational growth of Australia's Defence and Aerospace industries by delivering trusted technology, policy, and business solutions. The Centre provides expert advice, education, and training to develop workforce capability and drive sovereign innovation.

With expertise spanning the entire lifecycle of capability development — from concept and design through to testing, implementation, and commercialisation — the Centre is a national leader in translating cutting-edge research into practical Defence and Aerospace outcomes.

Through collaboration with government, industry and academia, the Sir Lawrence Wackett Centre supports Australia's high-tech economy and Defence innovation ecosystem.

For more information: <https://www.rmit.edu.au/defence-aerospace>

Position Purpose

The Senior Manager (Centre Operations) is a key member of the Sir Lawrence Wackett Centre's leadership team, working in close partnership with the Centre Director, Industry Advisory Board, and senior RMIT stakeholders.

The Senior Manager (Centre Operations) provides high-level strategic and operational leadership to support the Sir Lawrence Wackett Centre's mission and growth. The Senior Manager (Centre Operations) is responsible for the Centre's operations and plays a major role in all aspects of the Centre's strategic planning, business development, and stakeholder engagement. This role is central to ensuring the Centre's success, sustainability, and alignment with RMIT's strategic priorities in Defence and Aerospace.

Position Summary

We are looking for a highly qualified, experienced candidate who will take on this key position within the Centre, which is critical to the achievement of the Centre's objectives. The Senior Manager (Centre Operations) is the most senior operations and business manager within the Centre.

Position Summary

The Senior Manager (Centre Operations) will be a key member of the Centre's leadership team, working in close partnership with the Director, Senior internal stakeholders and the Industry Advisory Board, with overarching responsibility for the Centre's operations, planning, business and strategic development. The Senior Manager (Centre Operations) will also work closely with RMIT's Associate Director, Research and Innovation to ensure the Centre is able to harness the full range of support available at RMIT and will engage with senior administrators across all of the Universities involved in the centre. They will have a clear understanding of the overall mission of the Centre, and a strong focus on business, operations, and strategic plans.

Key Accountabilities

Strategic and Operational Support

- Collaborate with the Centre Director and leadership team to implement strategic and operational plans.
- Coordinate marketing, communication, and stakeholder engagement efforts to align with Centre objectives.
- Support business improvement initiatives to optimise processes and drive sustainability.
- Provide operational and strategic advice to the Centre Director and prepare reports for key stakeholders.

Business Development and Partnerships

- Assist in securing funding and collaboration opportunities with Defence, government, and industry partners.
- Coordinate contracts, partnerships, and commercial agreements to support Centre initiatives.
- Work with RMIT Research & Innovation on research translation, technology transfer, and IP commercialisation.
- Represent the Centre at external forums to promote RMIT's capabilities and strengthen partnerships.

Business Management and Reporting

- Oversee financial and administrative aspects of the Centre's programs and projects.
- Ensure compliance with reporting requirements and coordinate the management of research grants and contracts.
- Collaborate with the Centre Director to manage Centre-related IP and develop funding agreements with external partners.
- Continuously review operational practices for efficiency and effectiveness.

Centre Administration and Staff Support

- Support Centre-wide planning, governance, and quality assurance activities.
- Manage and support Centre staff, promoting professional development, mentoring, and continuous improvement.
- Approve lower-value expenditures and maintain effective operational systems.
- Maintain relationships with central University functions (e.g., finance, HR, facilities) to support Centre operations.
- Ensure compliance with OHS, EEO, and other statutory and University requirements.

Key Selection Criteria

1. Extensive experience in a tertiary research environment, including a strong knowledge of the business and operational contexts in which national research entities operate.
2. Highly developed skills and experience in strategic and operational management and planning in a research environment, including the management of operational aspects of research programs, finance, resources, contracts, and risk management.
3. Demonstrated ability to work independently and collegially as part of a senior team in a matrix structure, and to use initiative and problem-solving skills in order to organise and prioritise workload and provide practical solutions for problems.
4. Exceptional program and project management experience including the ability to lead teams, scope, plan and manage complex projects using contemporary management methodologies, while working under time and resource pressures in a large, complex and dynamic organisation.
5. Demonstrated ability to communicate, influence and negotiate effectively and sensitively with senior staff and industry to build productive relationships and facilitate mutually beneficial outcomes.

6. Substantial relevant discipline and industry knowledge, and a demonstrated ability to identify, understand and articulate both RMIT University research strengths and relevant industry needs.
7. Exceptional relationship management skills with the demonstrated ability to develop effective strategic and operational relationships with key senior stakeholders across Australia and internationally. Demonstrated capacity to influence and negotiate at senior levels within and outside the University
8. Outstanding conceptual, analytical and evaluation skills, including the demonstrated ability to devise innovative solutions to complex strategic challenges and organisational issues
9. Demonstrated history of behaviour aligned to the RMIT values (inclusion, imagination, agility, courage, passion and impact) and RMIT's Leadership and Educator & Researcher frameworks.

Qualifications

- Postgraduate qualification and / or extensive relevant experience or an equivalent combination of relevant experience and /or education/training
- Ability to obtain an Australian Defence Security Clearance

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.