



## Job Description – Manager, Research Capability Development

### Position Details

<b>Position Title:</b>	Manager, Research Capability Development
<b>Division/ Centre:</b>	Research & Innovation
<b>Department:</b>	Office for Research & Innovation
<b>Campus Location:</b>	Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
<b>Job Grade/ Classification:</b>	PSF08
<b>Time Fraction:</b>	1.0

### RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

[www.rmit.edu.au](http://www.rmit.edu.au)

### RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

[www.rmit.edu.vn](http://www.rmit.edu.vn)

## 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.

<http://www.rmit.edu.au/research>

## Position Summary

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The Manager, Research Capability Development is responsible for managing initiatives at RMIT Vietnam that support the development of a research culture, in alignment with RMIT's strategic objectives and user demand. Capability development includes workshops, trainings, seminars, and the management of the RMIT Vietnam Illuminate Fellowships.

The Manager, RCD manages the development and delivery of capability development offerings, and provides strategic analysis and advice on programs and initiatives to support capability uplift and achievement of strategic goals in accordance with close consultation across the schools and university leadership. This includes plans for an RMIT Vietnam Research Forum which will engage researchers across the university, with their external partners, to showcase research capability across RMIT. The Manager will collaborate with teams across ORI and RMIT Vietnam to manage the delivery of this initiative.

## Reporting Line

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Reports to: Acting Senior Manager, Office for Research and Innovation

Partners with schools, departments across RMIT Vietnam and all relevant units in the Research & Innovation portfolio.

## Key Accountabilities

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- Manage the RMIT Vietnam Illuminate Fellowships, including the development and launch of the annual call for applications, the recruitment process with the panel and secretariate, research orientations and monitoring and evaluation of impact from the Fellow positions, including reporting to leadership where required.
- Lead the development of research trainings, events and seminars, mentoring and support initiatives in close consultation with the schools that promotes the development of a high-quality research culture at RMIT Vietnam in line with user needs across the schools.
- Maintain an understanding of user and stakeholder requirements and constraints to support effective design of capability development programs and interventions, through consultation and networking.
- Monitor and evaluate the effectiveness of ORI's capability development offerings and adjust the annual plan of offering accordingly.
- Provide analysis and advice on researcher capability and career development, using quantitative and qualitative data to support continuous improvement through reporting of capability data to leadership.
- Contribute to, or lead, other projects as directed by the Senior Manager, ORI as they arise, which may include, but is not limited to, the development of a Research Forum to promote RMIT Vietnam research capacity at an institutional level and advocate for service excellence and continuous improvement across ORI's support functions for researcher development.
- Perform other duties as required within the Office in support of driving research @ RMIT Vietnam. Be a positive change influencer and advocate for service excellence and continuous improvement across R&I.
- Manage team member(s) under direct supervision and develop them in their role. Appreciate cultural context and organizational structure while managing the team and working with school administrative staff and other functions in RMIT Vietnam to get things done. Be a team player and co-work with other team members to support research management in the office
- Analyze research data and develop reports to be submitted to leadership, schools and Colleges, including input and execution into research strategies with the Acting Senior Manager, ORI and other senior leaders across the University.

**Key Selection Criteria**

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1. Minimally requires a Masters degree, preferably a PhD holder.
2. Experience in developing and delivering professional development programs.
3. Extensive experience in developing and maintaining stakeholder relationships and achieving outcomes through collaboration, negotiation and influence. Right attitude to be a team player and a team leader.
4. Proven skills in project management with the ability to develop, plan and implement and monitor multiple projects simultaneously, to a high quality, on time.
5. Demonstrated strong people leadership skills, including capacity to lead and manage change in a challenging and dynamic environment.
6. Human-centred design mindset, with a focus on delivering high-quality results for the needs associated with all stakeholders and end-users (internal or external).
7. Demonstrated ability to independently analyse and interpret a wide range of information (including financial information).
8. Previous experience in a University environment and experience working with researchers is preferred.
9. Demonstrated history of behaviour aligned to the RMIT values and professional capability framework.

**English Proficiency**

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English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS General with a score of at least 6.0 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

**Organisational Accountabilities**

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RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

**Work Permit**

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All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to nonadherence of the immigration laws of Vietnam.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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