



Job Description – Manager, Research Grants & Partnerships

Position Details

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

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

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.

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

Position Summary

The Manager, Research Grants and Partnerships looks after internal and external grants and serves as liaison for any matters related to audits, grants, eligibility and organizational reporting. He/She is responsible for centrally managing the pre- and post-award support for research grants across the university, including institutional information, eligibility reviews, approvals, reporting and the promotion of multidisciplinary research across schools, campuses and external stakeholders. The person is expected to be a strong advocate of research ethics and integrity principles. He/she will support the Acting Senior Manager, ORI in driving the research culture at RMIT Vietnam.

Reporting Line

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

- Manage the RMIT Vietnam Research Grants, an internally funded scheme to promote a multidisciplinary approach to research, identify projects with the potential to scale, connect internal teams with external stakeholders and researchers across RMIT
- Global, advocate for RMIT research priorities, and work with the Deans and Acting Senior Manager, ORI to foster research growth across the University within the research priority areas. Promote funding opportunities that promote collaboration across RMIT campuses for strong research proposals with strategic funding bodies, such as the European Commission, Australian Government, US State Department, Vietnam Government etc.).
- Manage External Research Pre-Award Process: identify funding opportunities, expertise on funding guidelines and eligibility, support development and submission of proposals for grants and tenders, coordinate cross-school, cross-campus, industry and government participation in proposals, manage institutional requirements (ie. letters of support and research registrations), and internal approvals and databases such as Research Master (or equivalent).
- Manage External Research Post-Award Process: coordinate the review and execution of research agreements, serve as RMITVN contact for external partners, advising on the effective administration of contracted research, and coordinate RMITVN's relationship with funding bodies, including guidance on maintaining records, coordinating any EU commission audits and ensuring compliance.
- Connect research across RMIT schools, campuses and with external partners to promote multidisciplinary research and promote engagement in the Vietnam research ecosystem. Advocate for RMITVN's research at an institutional level through key stakeholders such as embassy, chambers of commerce, and other professional events.
- Advocate for the responsible conduct of research including serving as Research Integrity Advisor for staff at RMIT Vietnam. Run Consultation sessions as required with the research ethics team and academics to generate knowledge and awareness about requirements of research ethics at RMIT.
- 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

1. Minimally requires a Masters degree, preferably a PhD holder.

2. Experience in research and research management as a profession.
3. Knowledge of funding bodies and mechanisms of applying to international funding agencies.
4. Right attitude to be a team player and a team leader.
5. Awareness and knowledge about research ethics and integrity with international standards
6. Reasonable mature behaviour with appropriate cultural and emotional quotient.
7. Ability to display appropriate behaviours in line with the position and RMIT Values.

English Proficiency

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

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

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.

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