

CS76 Research and Development Coordinator

1. Job role

TCF sub-sector	Cross sector
Job role	CS76 Research and Development Coordinator
Job role description	Coordinates research, product development and innovation activities within TCF manufacturing organisations, supporting the development of new products, materials and processes. In Australia's TCF manufacturing industry, the Research and Development (R&D) Coordinator plays a key role in managing the lifecycle of innovation projects—from concept development and testing through to commercialisation. The role supports collaboration between design, production, quality and external stakeholders to ensure new products meet performance, cost and sustainability requirements. The coordinator works in increasingly technology-driven environments, supporting experimentation, prototyping and validation of new materials, processes and product designs aligned to market trends and industry standards.
Performance expectations	• Coordinating R&D projects from concept to implementation • Supporting development of innovative products and materials • Ensuring projects meet timelines, budgets and specifications • Facilitating collaboration across teams and stakeholders • Maintaining accurate project and technical documentation • Supporting testing, validation and product trials • Contributing to continuous improvement and innovation strategies • Ensuring compliance with quality and regulatory requirements
Specialisation	Textile innovation, sustainable materials, product prototyping, process innovation, collaborative R&D programs
Application in other TCF sectors	• Textile and apparel product development • Advanced manufacturing and materials innovation • Automotive and industrial product development • Consumer goods and product design • Research laboratories and innovation centres

2. Key tasks and critical work functions

Key tasks	• Coordinating R&D project plans and timelines • Supporting product design and development activities • Managing trials, testing and prototyping processes • Collecting and analysing research data • Liaising with internal teams and external partners
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	• Maintaining project documentation and reports • Supporting funding applications and innovation programs • Tracking project outcomes and performance
Critical work functions	• Ensuring effective coordination of R&D activities • Supporting successful development of new products • Maintaining alignment between innovation and production capabilities • Ensuring accurate documentation and knowledge management • Facilitating cross-functional collaboration • Supporting timely delivery of innovation outcomes • Driving continuous improvement and competitive advantage

3. Technical skills

Project coordination	Managing timelines, resources and deliverables
Product development processes	Understanding design, prototyping and testing workflows
Data analysis	Interpreting research and trial data
Documentation	Preparing technical reports and project records
Testing and validation	Supporting product trials and evaluation
Materials knowledge	Understanding textile fibres and materials
Process understanding	Knowledge of manufacturing processes
Software tools	Using project management and data tools

4. Generic Skills

Organisation	Managing multiple projects and priorities
Communication	Coordinating across teams and stakeholders
Problem solving	Addressing development and project issues
Attention to detail	Ensuring accuracy in documentation and testing
Collaboration	Working across design, production and quality teams
Time management	Meeting project deadlines
Adaptability	Responding to changing project requirements

5. Emerging skills

Emerging skills	• Sustainable product development and circular design • Advanced materials and smart textiles • Digital prototyping and simulation tools • Data-driven innovation and analytics • Collaboration platforms and global R&D networks • Integration with Industry 4.0 technologies
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6. VET Qualifications and Skill Sets

Entry-level preparation	MST50122 Diploma of Apparel, Fashion and Textiles or equivalent
Advanced development	MST60122 Advanced Diploma of Apparel, Fashion and Textiles or equivalent or bachelor's degree in textile technology, product development, engineering or innovation management

7. Job progression

Possible job progression	Design/Production Role → R&D Assistant → Research and Development Coordinator → Senior R&D Specialist → Innovation Manager
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8. Classification

Australian Qualifications Framework	Level 4-6
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 2-3
Open Source Classification of Occupations for Australia (OSCA)	Research and Development Coordinator / Product Development Coordinator



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