



Position Description – Associate Director, Campus Planning

Position Details

Position Title:	Associate Director, Campus Planning
College/Portfolio:	Operations
School/Group:	Property Services
Campus Location:	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 10A
Employment Type:	Fixed Term – to December 2025
Time Fraction:	1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. 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 three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

College/Portfolio/Group

The Operations Portfolio enables an integrated, enterprise-wide delivery for best practice student and staff experiences. The Portfolio incorporates the following business units: Enterprise Projects & Business Performance, Human Resources, Information and Technology Services, Office of the Chief Operating Officer, Procurement and Property Services Group (PSG).

The Portfolio houses significant drivers and delivery components across the staff and student journeys and enables the overall experience for both groups. The Portfolio is integral in bringing the RMIT strategy to life, across the globe. Each of these functions supports the global operations of the University both directly as well as through its controlled entities.

Property Services Group has approximately 125 staff and has the responsibility to operate, maintain and enhance the buildings owned and leased by RMIT University, oversee construction projects and ensure the provision of physical facilities services.

The Group has an operating budget in excess of \$70M and prospective capital projects of over \$100M per annum for the next few years in Melbourne and Vietnam. RMIT's built environment involves approximately 109 buildings in Melbourne spread across all of RMIT's campuses and sites.

Property Services consists of the following branches:

- Campus Strategy
- PSG Operations
- Capital Works
- Facilities and Asset Management
- Portfolio Management
- Development

<https://www.rmit.edu.au/staff/rmit-structure/operations/property-services>

Position Summary

The Associate Director of Campus Planning is responsible for connecting people and space. The position requires a high level of stakeholder engagement, particularly at the executive level. It is responsible for key elements of the campus property strategy. This includes managing the University's space through property and space planning and incorporating efficient delivery of space accommodation outcomes. The position oversees the integrity of the University's spatial plans and database, including utilisation metrics to support the provision of accurate advice relating to accommodation.

The position will oversee the development of the 5 year Property Plan, updated annually and recommend space management strategies that consider the needs of all key stakeholders.

The position leads the delivery of project planning and briefing components by coordinating solutions for internal and external stakeholder groups. It collaborates with Property Services teams to provide a quality service outcome that reflects a highly professional organisation.

Reporting Line

Reports to: Director Property Portfolio Management

Direct reports: 6

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.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

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

- Leads and manages the Campus Planning team's (including the Property Business Partners, Space Planning, and Graphic Design) activities and outputs, including developing stakeholder engagement and business insights.
- Manages the development of accommodation briefs, identifying options that reflect the university's planning, construction, and financial resources and are ready for procurement by the PSG Projects team.
- Responsible for recommendations and coordinating approvals on space management outcomes, ensuring accommodation issues are resolved in a way that provides functional efficiency and adaptability now and into the future.
- Leads the annual updates to the University's spatial forecasts, risks, and opportunities to the 5-year Property Plan, including collaborating with wider PSG colleagues to ensure alignment with the university's strategic priorities.
- Leads space planning contribution to the capital development program and proposals, including preparing advice, analysis and recommendations for major College/Portfolio projects.
- Develops policies and processes for the efficient use of space and engages with continuous improvement initiatives relating to space planning and management and spatial information management.
- Supports strategies to develop and effectively maintain the University's spatial mapping and databases, ensuring high accuracy and integrity.

Key Selection Criteria

1. Demonstrated experience leading 'win-win' stakeholder engagement within a large complex environment to investigate and validate spatial and technical requirements.
2. A leading understanding of best-practice workplace strategy and strategic planning, including spatial planning.
3. The ability to review and analyse constantly changing internal and external contexts and translate those changes into spatial forecasts and strategic plans with evidence-based options analysis.
4. Proven ability to develop an approved spatial brief, align it to a suitable space, and develop an action plan for funding consideration, including a high-level architectural, services and structural scope to budget capital costs.
5. Leadership and management of technical teams to deliver outcomes aligned with the spatial brief, stakeholder expectations, and approved program and budget.

6. Commercial acumen that understands how to deliver outcomes with consideration and emotional intelligence when addressing complex problems and advising varied audiences.
7. High level of interpersonal, communication, business writing and negotiation skills, with the ability to lead, direct and influence others, with a capacity to build and maintain effective and productive relationships with a wide range of people.
8. High level of presentation skills, ability to present complex options and data critical summary format for executive consideration.
9. High level of computer literacy to oversee and direct activities in spreadsheet formulation, word processing, PowerPoint, MS Project and planning packages.

Qualifications

Qualifications in planning, architecture, real estate or a related field preferred or equivalent level of expertise gained through substantial relevant experience.

Note: Appointment to this position is subject to passing a 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.

Endorsed:	Signature: Name: Trudi Cummins Title: Director, Property Portfolio Management Date:	Approved:	Signature: Name: Elise Cockerill Title: Executive Director, Property Services Date:
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