



Position Description – Project Manager

Position Details

Position Title:	Project Manager
College/Portfolio:	Operations
School/Group:	Property Services
Campus Location:	Based at the RMIT City campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 8
Employment Type:	Continuing
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

Property Services has approximately 90 staff and has responsibility for the operation, maintenance, utilisation and enhancement of buildings owned and leased by RMIT University. Property Services oversees construction projects and ensures the provision of physical facilities services. The Group has an operating budget of in excess of \$73m and current capital projects are significant. RMIT's built environment involves approximately 124 buildings spread across all of RMIT's campuses and sites. The capital stock of the University is diverse and valued at approximately \$2 billion and includes heritage and other classifications.

Property Services (PSG) consists of the following areas:

- Portfolio Management
- Campus Planning Services
- Facilities and Asset Management
- Capital Works
- Development Management
- Property Operations

Position Summary

The position of Project Manager is responsible for leading the delivery of assigned capital works projects. This position involves the consultation with internal staff to deliver capital works projects and the engagement and direction of external project teams as required.

The Project Manager is to take a leadership role in managing project risks and ensuring all projects meet financial, performance quality, safety and environmental objectives.

This position will require a high level of communication, liaison, negotiation and organisational skills together with a strong commercial acumen.

Reporting Line

Reports to: Director, Capital Works

Direct reports: Nil

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

- Develop strong stakeholder relationships to fully identify and confirm the scope of projects and maintain continued stakeholder commitment and confidence throughout the project lifecycle through regular and effective communication.
- Accountable for the successful delivery of assigned projects with responsibility for ensuring all stages of the projects are resourced, budgeted, tracked and reported within set timeframes and appropriate KPI's.
- Management of internal staff and external consultancy teams as required to deliver projects.
- Prepare high level reports on feasibility, schematic design and design development stages for presentation to various stakeholders and committees.
- Manage, forecast, monitor, control and report on project costings throughout the life of the project / program. Upon completion of projects, analyse and report on actual costs against approved costs to ensure there is no over-expenditure in project/program costs.
- Lead multi-disciplinary project teams to achieve optimum results ensuring all projects meet performance quality, safety and environmental objectives.
- Proactively identify risks, analyse the impacts and implement strategies and contingencies to manage risks via the development and maintenance of a risk register.
- Manage and negotiate tender processes in accordance with RMIT policies and probity requirements.
- Manage the efficient and cost effective completion of assigned projects using Gateway Project Management Process during formulation, design, construction and commissioning phases. Identify and develop process continuous improvement opportunities.
- Ensure that all project work meets acceptable standards of quality and professionalism and are completed in accordance with the brief by;
 - Assessing and approving detailed construction plans submitted by contractors;
 - Monitoring all major project activities throughout the life of the projects;
 - Undertaking regular inspections of work in progress;
 - Instructing corrective action where appropriate;
 - Overseeing the administration of contracts.

Key Selection Criteria

1. Experience managing capital projects delivered successfully by a diverse project team in a commercial / complex environment.
2. Experience in engaging, managing and motivating a diverse team of internal stakeholders, consultants and contractors.
3. Experience coordinating and implementing strategic projects by utilising effective management principles of planning, resource allocation, communication, formalised documentation, implementation, negotiation, evaluation and reporting.
4. Skill, knowledge and ability to deliver projects to time / quality / cost parameters.
5. Ability to successfully conduct complex negotiations, manage contracts and effectively communicate with clients, consultants, authorities and other project related bodies.
6. Experience in financial management of program / project budgets, understanding of capital expenditure and accounting principles and ability to interpret financial information and present in a

clear and concise format.

7. Highly developed interpersonal and communication skills and demonstrated experience producing comprehensive recommendations, project and implementation plans, briefing papers and reports.
8. Proven ability to analyse complex problems, identify critical issues and develop strategies for delivering solutions.
9. Comprehensive knowledge of property management and regulatory requirements in the building industry (including Building Code of Australia, Victorian Building Regulations, WorkCover and OH&S).

Qualifications

- Tertiary qualification or certificate in property, construction or project management related field, together with relevant industry 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: Louise Tozer Title: Director, Capital Works Date:	Approved:	Signature: Name: Title: Executive Director, Property Services Date:
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