



Position Description – Senior Coordinator, Governance & Improvement

Position Details

Position Title: Senior Coordinator, Governance & Improvement

College/Portfolio: Operations **School/Group:** Property Services Group

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 8 **Time Fraction:** 1.0

Employment Type: Continuing

Fixed Term Reason: n/a Choose an item.

Reporting Line: Senior Manager, Quality & Compliance

No. of Direct reports: Nil

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. 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 campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

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

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

Property Services is located in the Operations Portfolio which is the services nucleus of RMIT and the focus for the development of the finance, people development infrastructure and systems that provide administrative capacity to the University.

Property Services has approximately 100 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.

Property Services is responsible for a Property Portfolio of \$2.9b with an operating budget in excess of \$80M and prospective capital projects of over \$100M per annum for the next few years in Melbourne and Vietnam. RMIT's built environment involves approximately 110 buildings in Melbourne spread across all RMIT's campuses and sites.

Property Services consists of the following branches:

- Commercial & Leasing
- Facilities & Asset Management
- Capital Works & Development
- Campus Strategy & Management
- Business Operations

For more information please visit: www.rmit.edu.au/propertyservices

Position Summary

The Senior Coordinator, Governance & Improvement supports the functional operations of the Property Services Group (PSG) to enable smooth, effective, simple governance and decision making within the remit of the Group.

The role works in close alignment with the PSG PMO to ensure coordinated governance approach, and identifies opportunities for embedding continuous improvement and maturity growth in our processes, engaging with our stakeholders to understand problems, propose solutions and use Post Implementation Review (PIR) findings to inform future decision making by embedding in BAU process.

The role needs to:

- Have strong analytical and critical thinking skills
- Be solutions and outcomes focused
- Understand, interpret and be able to simplify complex SME / technical information for Executive
- Appreciate simplicity, efficiency and effectiveness
- Enjoy and be effective at collaborating and engaging with different stakeholders
- Approach problems from a position of curiosity
- Understand the importance of robust governance, single source of truth and attention to detail
- Have a strong attention to detail complemented by flexibility and adaptability

Key Accountabilities

- **Property Governance:** Oversee and manage the effective governance and decision making of Property Services Group to ensure compliance with University policies and procedures, through clear communications, frameworks and effective cadence.
- **Stakeholder Engagement:** Create and maintain strong, collaborative relationships across the organisation that enables a deep understanding of stakeholder needs to inform decision making.
- **Business Case / Investment Case Development:** Support preparation of solutions and business case / investment case development to assist stakeholders in initiation of projects/investment opportunities, using critical analytic skills, historical data and prior learnings to enable robust solutions to be proposed and approved.
- **Post Implementation Reviews:** Undertake and manage the delivery of Post Implementation Reviews for projects that enables us to articulate the learnings and apply them to process improvements and/or future decision making.
- **Process:** Oversee, develop and uplift the templates, procedures, frameworks and guidelines relating to property governance, ensuring compliance, achievement of ISO requirements, simplification and automation.
- **Continuous Improvement:** Maintain a culture of continuous improvement across PSG that enables change and trying of new ideas in a psychologically safe manner.
- **PMO:** Act as a backup for the PSG Program Management Office (PMO) for capital works projects/programs to enable business continuity as required (ie leave cover).
- **Change Management:** Be a champion of effective change management across PSG, with a focus on collaboration, engagement and adding value.

Key Selection Criteria

Essential:

1. Demonstrated experience and proficiency in governance and compliance.
2. Demonstrated experience in effective stakeholder comms and engagement, with a strong customer-centric approach.
3. High capability in technology / AI / automation.
4. Excellent problem-solving skills and outcome focused approach including the initiative to harness resources, identify areas of improvement and propose / implement solutions.

5. Well-developed interpersonal, verbal and written communication skills and ability to negotiate, influence and engage with a wide audience.

Desirable:

6. Experience with Workday.
7. Experience in Sharepoint.
8. Experience in Post Implementation Reviews.
9. Experience in Business Case development.

Qualifications

Bachelor's degree (or equivalent) in relevant field.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian 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.