



Position Description – Strategic Program Director

Position Details

Position Title:	Strategic Program Director
College/Portfolio:	Operations
School/Group:	Property Services Group
Campus Location:	Based at the Melbourne campus, however may be required to work at other campuses of the University, including RMIT Vietnam campus.
Classification:	Executive 1
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

[Property Services - RMIT University](#)

Position Summary

The Strategic Program Director will be the Australia-based representative to lead, manage, and drive the successful execution of multiple complex property development projects including international projects. The role involves strategic planning, budgeting, coordination, and oversight, ensuring alignment with RMIT's strategic organisational goals and compliance with industry standards.

The position will be responsible for developing and establishing best practice for RMIT developments domestically and internationally, aligned to University and industry, standards and policy.

Reporting Line

Reports to: Executive Director, Property Services Group

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

- **Strategic Leadership:** Define project strategies and ensure alignment with RMIT objectives, policies and procedures as well as relevant statutory requirements and industry best-practice. Develop long-term plans and resource management strategies.
- **Project Management:** Oversee all phases of the property development projects from inception to completion, including feasibility studies, design, construction, and delivery within set time, quality and cost targets.
- **Team Leadership:** Lead a multidisciplinary team of project managers, architects, engineers, and contractors. Facilitate a collaborative environment to achieve project goals.
- **Budget Management:** Prepare, manage, and monitor project budgets. Ensure financial viability and adherence to budget and cost control measures while maximising project profitability.
- **Stakeholder Engagement:** Build and maintain relationships with key stakeholders, including investors, government agencies, community groups, and senior management. Negotiate and manage contracts and agreements.
- **Risk Management:** Identify and mitigate risks throughout the project lifecycle. Implement effective risk management strategies and ensure compliance with regulatory requirements.
- **Governance and Performance Reporting:** Develop and implement governance and performance measurement systems to track project progress and provide regular updates to senior management and stakeholders.

Key Selection Criteria

1. Substantial experience in a senior Project Director leadership and management role in a large complex environment from initiation to delivery.
2. Experience in leading and managing a project team to deliver results, demonstrate high levels of client focus and achieve improved outcomes.
3. Extensive demonstrated ability to successfully manage and lead the delivery of a significant capital program of works within timeframes, quality, procedural and financial parameters.
4. Proven ability to manage and lead the development and implementation of best practice processes, procedures and systems, management protocols including KPIs and auditing to both monitor quality of performance and provide management reporting metrics.
5. Experience in, and comprehensive knowledge of, regulatory requirements in the building industry and project management. Comprehensive knowledge of property management including relevant operating standards and occupational, health & safety legislation.
6. Excellent verbal and written communications skills including high level negotiation skills with multi-disciplinary teams and the proven ability to communicate effectively with a wide range of people.
7. Experience in strategic planning, policy and procedure formulation and establishment of monitoring and reporting systems and budgets.
8. High level of computer literacy, including knowledge of construction and project management software.

Qualifications

1. Bachelor's degree in property development, construction management, architecture, or a related field. Advanced degree preferred.
2. Minimum of 10 years of experience in property development, with at least 5 years in a senior management role.
3. Proven track record of successful delivery of large-scale development projects.
4. Expertise in financial planning, budgeting, and risk management.
5. Excellent leadership, communication, and negotiation skills.

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: Title: Date:	Approved:	Signature: Name: Title: Executive Director Property Services Date:
------------------	--	------------------	---