



Position Description – Senior Project Manager, Capital Works

Position Details

Position Title: Senior Project Manager, Capital Works

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

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

Classification: HEW 9 **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: Associate Director, Capital Works

No. of Direct reports: up to 1-2

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 has approximately 75 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 in excess of \$75m 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:

- Property Operations
- Campus Strategy and Management
- Strategic Programming
- Capital Works & Development
- Facilities and Asset Management
- Commercial and Leasing

Position Summary

The Senior Project Manager, Capital Works is responsible for the development and implementation of project delivery strategies and leading the delivery of assigned capital works projects. This position involves the leadership of internal staff to deliver capital works projects and the engagement and direction of external project managers and project teams as required.

The Senior Project Manager is to take a leadership role in managing project risks and ensuring all projects meet financial, performance quality, safety and environmental objectives aligned to RMIT's Living Places Plan.

The Senior Project Manager will take a strategic approach to the delivery of capital works projects to support the successful delivery of the Capital Development Program.

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

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 requiring a comprehensive understanding of contract administration and inherent legal implications.
- Management of internal staff and external consultancy teams as required to deliver projects.
- Prepare high level reports on feasibility, schematic design, design development and construction stages for presentation to various stakeholders and committees.
- Manage, forecast, monitor, control and report on project costing's 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 aligned with RMIT's Living Places Plan.
- 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.
- Provide strategic planning advice to the management team and actively and positively participate in team and management meetings.

Key Selection Criteria

1. Significant experience managing capital projects delivered successfully by a diverse project team in a commercial / complex environment.
2. Substantial experience in engaging, managing and motivating a diverse team of internal stakeholders, consultants and contractors aligned with RMIT values.
3. Substantial 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. Proven ability to successfully conduct complex negotiations, manage contracts and effectively communicate with clients, consultants, authorities and other project related bodies.

6. Extensive 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

Bachelor degree in Engineering, Building Construction, Project Management or other appropriate tertiary qualifications, with extensive relevant experience.

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.