



Position Description – Advisor, Sustainability Engagement

Position Details

Position Title: Advisor, Sustainability Engagement

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.

Role requires 4 days on-campus collaboration, with one day working from home.

Classification: HEW 7

Time Fraction: 1.0

Employment Type: Continuing

Reporting Line: Senior Manager, Sustainability

No. of Direct reports: 0 – may be required to supervise student or graduate interns

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 (PSG) 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 Advisor, Sustainability Engagement will lead the development and implementation of strategies that foster a strong culture of sustainability across the University. The role will champion behavioural change by promoting the adoption of sustainable practices among students and staff, and by embedding sustainability principles into everyday decision-making and operations.

The Advisor will build and maintain strong collaborative relationships and networks with internal and external stakeholders, including students, professional and academic staff, industry partners and community organisations. Drawing on a sound understanding of the University's strategic drivers and sector trends, the role will identify and activate opportunities to embed sustainability outcomes in key programs, initiatives and events throughout the year.

The position will design, deliver and continuously improve an annual program of sustainability engagement activities, campaigns and flagship events that raise awareness of key sustainability issues. The role will develop programs that create behaviour change and build the capability of students and staff. The Advisor will manage and optimise all sustainability communication channels, and develop engaging tools, resources and initiatives to promote the uptake of sustainability initiatives across the University.

The position also works with the wider Sustainability Team, Sustainability Committee, networks and sector expertise to develop plans and initiatives to encourage resource efficiency, support climate action, sustainable transport, circular economy, nature-positive solutions. The role is actively involved in the implementation of the RMIT Living Places Plan along with colleagues in Property Services.

Key Accountabilities

- Lead the design, delivery and continuous improvement of an annual Sustainability Engagement Plan that aligns with RMIT's Living Places Plan and broader University strategies and policies, driving a strong culture of sustainability utilising the campus as a living lab for sustainability and a regenerative future.
- Develop and implement sustainability engagement projects, campaigns and flagship events that promote sustainable practices, encourage behaviour change and build the capability of students and staff.
- Build, coordinate and uplift collaborative relationships and networks with internal and external stakeholders – including students, professional and academic staff, industry partners and community organisations – to co-create and amplify sustainability initiatives.
- Manage and optimise all sustainability communication channels by planning, producing and curating high-quality content, tools and resources that raise awareness of key sustainability issues and promote participation in programs and initiatives.
- Identify opportunities and prepare external communications, grant applications and award submissions that showcase the University's sustainability achievements and uplift resources.
- Design and deliver training, workshops and networking opportunities that strengthen sustainability literacy, leadership and practice across the University community.
- Supervise consultants, students, WIL placements, and volunteers as required for event delivery, sustainability programs and communications activities, providing clear direction, support and recognition.
- Contribute to the development and implementation of key sustainability plans, the Living Places Plan and initiatives, working closely with the Sustainability Team, Property Services and other internal stakeholders to encourage resource efficiency, sustainable transport, circular economy and nature-positive solutions.
- Identify and implement process improvements, monitoring the effectiveness of engagement activities and using data and feedback to refine strategies and report on outcomes.
- Support the effective operation of the University's Sustainability Committee and related governance mechanisms, including preparation of papers, briefings and updates on engagement activities and outcomes.
- Work closely with the PSG Engagement Team to enable coordinated comms and engagement activities through the Property Services Comms and Engagement Plan to drive consistency of experience and service delivery across the Operations Portfolio.

Key Selection Criteria

Essential:

1. Experience in engaging with others to build strong stakeholder relationships and networks,

- demonstrating a creative, innovative and enthusiastic approach to sustainability engagement.
2. Proven knowledge of sustainability concepts, including comprehensive experience in planning, implementing and evaluating sustainability initiatives and behaviour-change programs.
 3. High level of organisational skills including the ability to manage multiple tasks, to prioritise and to meet timelines in a constantly changing environment.
 4. Proven capability to consult, interact and collaborate effectively with a diverse range of internal and external stakeholders.
 5. Ability to identify opportunities and develop high-quality applications for external funding grants and award submissions.
 6. Excellent interpersonal, written and verbal communication and negotiation skills, with the ability to prepare reports, business cases, presentations and digital content tailored to different audiences.
 7. Demonstrated project management skills including planning, implementation, monitoring and evaluation of projects and events, using data and feedback to assess impact.
 8. Experience using social media, web-based platforms and Adobe Creative Suite (or similar tools) to develop and deliver engaging sustainability communications and campaigns.

Qualifications

A degree level qualification in a relevant sustainability field or equivalent. Relevant experience in a similar role and applied knowledge sustainability engagement.

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.