



## Position Description – Centre Manager, ARC Training Centre for Whole Life Design of Carbon Neutral Infrastructure

### Position Details

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**Position Title:** ARC ITTC Centre Manager

**College/Portfolio:** STEM College

**School/Group:** Engineering

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

**Classification:** Hew 8

**Time Fraction:** 1.0

**Employment Type:** Fixed term – 3 years

**Fixed Term Reason:** Specific Task or Project

**Reporting Line:**

Reports to: Director, ARC Industrial Training Centre for Whole Life Design of Carbon Neutral Infrastructure

**Dotted Line Report:**

Head of Department - Civil & Infrastructure Engineering

**No. of Direct reports:** Not applicable

### RMIT University

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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?

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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

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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

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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.

## STEM College

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### LEARN! GROW! DO!

### *Together transforming the world through STEM*

The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industry, as never before. STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources. Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. We have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community to achieve their potential.

For further information about the STEM College please visit the following site:

<https://www.rmit.edu.au/about/schools-colleges/stem-college>

*In STEM we CARE – Collaboration, Accountability, Respect & Empowerment*

## **School of Engineering**

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The School of Engineering is one of the largest Engineering Schools in Australia. It has over 350 staff and 7000 students, including 750 HDR students. The School is committed to driving innovation and collaboration through our industry partnerships. Our industry partners range from small companies to multinational organisations and we work together on translating our research into impact for our partners and the wider community.

The School of Engineering is based on innovation and creativity. Our disciplines provide programs with flexible pathways to global careers or postgraduate research encompassing:

- Aerospace Engineering and Aviation
- Chemical and Environmental Engineering
- Civil and Infrastructure Engineering
- Electrical and Biomedical Engineering
- Electronic and Telecommunications Engineering
- Mechanical and Automotive Engineering
- Manufacturing, Materials and Mechatronics engineering

<https://www.rmit.edu.au/about/schools-colleges/engineering>

## **Position Summary**

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The \$10 million ARC Industrial Transformation Training Centre for Whole Life Cycle Design of Carbon Neutral Infrastructure will bring together expertise from 25 academic and industry partners from including universities, government authorities, professional associations and consulting companies.

This Centre aims to transform the capability of civil infrastructure stakeholders to design, construct, operate and dispose of infrastructure in a carbon neutral way. By training industry-embedded PhDs and postdocs in the methodology and technology required to design out excess carbon of infrastructure in its whole life, this Centre expects to lead the world in sustainable infrastructure design, enabling a new generation of infrastructure design in Australia and internationally. Achieving carbon neutral infrastructure in its whole life will bring significant far-reaching benefits, including equipping industry with tools required to meet Australia's emission reduction targets as well as economic, commercial, environmental, and social gains.

The Centre Manager (CM) represents a key position within the research centre critical to the centre delivering on its objectives. The CM is responsible to the Director of the Centre for the daily business support operations and will provide professional leadership to the Centre in implementing the strategies and delivering the objectives of the Centre. This will require the delivery of excellent and comprehensive administrative support services that include budget monitoring, project planning and management, progress monitoring and management, and reporting templates to facilitate and coordinate across the centre activities. The manager is expected to support the maintenance and development of stakeholder relationships. Key to the CM's role, under the leadership of the Director, is the development and maintenance of effective operation of the Centre and relationships with key stakeholders and the

positioning of the centre into the future as a national and international leader in resource recovery solutions for circular economy. The CM will also engage in regular meetings of the executive leadership group.

### **Key Accountabilities**

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- Provide financial and resource management and administrative leadership for the Centre in collaboration with the director and the deputy director.
- Liaise with the University financial reporting team to ensure provision of financial reports to ARC and other partners to comply with funding regulations
- Build effective links with senior academic and professional staff across the 7 participating Universities and 18 industry organisations to ensure effective and efficient service delivery and administrative support across the collaboration.
- Contribute to the Centre governance processes including taking a major role in the preparation of critical reports, development of strategic processes and/or other documents required by the Centre funding bodies.
- Develop and foster effective links with academic and professional staff at all levels across the Centre, school, college and University.
- Build effective communication channels and maintain support networks for the Centre and its members.
- Develop close and productive working relationships with key University administration functions including finance, contract and intellectual property management functions.
- Manage the strategic communications of the Centre, including the coordination of content for the Centre's web presence, media, seminars, journal releases and other Centre events, such as meetings and workshops.
- Other duties as directed by the Director of Centre.

### **Key Selection Criteria**

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- Demonstrated ability to work effectively and collegiately with a broad cross-section of professionals to achieve significant outcomes including academics, industry, technologists and administration functions such as contract and finance department from university, industry and government organisations.
- Evidence of well-developed communication skills including the ability to manage web sites and use of social media to publicise centre activities.
- Demonstrated ability to manage complex activities, think laterally and provide effective resolution of issues encountered
- Evidence of advanced organisational skills and ability to effectively compile significant reports including those providing financial oversight.
- Demonstrated ability to support multi-institutional teams by developing mechanisms to share information and effective communications.
- An appreciation of technology and research activities in academic and/or industry environments, implications for publication, and protection of intellectual property.
- Demonstrated ability to provide professional support for researchers including postdoctoral fellows and HDR candidates.
- Excellent team skills, interpersonal skills and the ability to contribute as a member of a high performing team.

### **Qualifications**

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**Mandatory:** A Bachelor's degree, or equivalent qualifications and/or extensive relevant experience in a similar role in a large and complex organisation.

## **Working with Children Check**

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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.