



Position Description – Associate Director, Capital Works

Position Details

Position Title: Associate Director, 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 10A **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: Director, Capital Works

No. of Direct reports: 5-7

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 Associate Director, Capital Works is responsible for leading and managing the delivery of assigned Capital Works programs/projects. This position involves the leadership of internal staff and external project managers and project teams as required with a strong focus on ensuring all projects meet performance quality, safety and environmental objectives.

The Associate Director, Capital Works will take a strategic approach to the assigned Capital Works programs/projects linking future projects to the programme of works to create a synergised and resourceful approach to the annual Capital Program.

The position will also be responsible for developing and implementing continuous improvements and best practice within the capital projects area, aligned to University and industry, standards and policy. The position works closely with other members of the Property Services management team to deliver departmental and Group initiatives that address day-to-day deliverables and strategic requirements, providing updates and reporting to the Director, Capital Works and the Property Services and University executive as required.

This role will also actively participate in driving outcomes with a focus on financial management, speed of delivery and fit-for-purpose solutions aligned to RMIT's Living Places Plan.

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

Key Accountabilities

- Lead and manage a team of Project Managers to provide effective project management of assigned programs/projects throughout all phases of project delivery (briefing, feasibility, cost control, programming, risk management, design, documentation, procurement, construction and commissioning) ensuring high-performance standards are achieved and time, quality and cost targets are met.
- Ensure all assigned programs/projects achieve statutory and regulatory compliance and meet the functional, quality and performance standards defined in the project brief, RMIT Design Standards, business case and any other approved policy documents.
- Ensure all assigned program/project delivery reflects best industry practice for staff and students in the tertiary sector.
- Provide strategic and operational reporting and expert advice to the Property Services and University executive team on the progress, performance and key factors affecting delivery of the assigned capital programs/projects. Specifically, this includes responsibility for advice on program/project costs, programme, risk, design, procurement, contracts and construction and operational handover.
- Develop and maintain strong stakeholder relationships to ensure all programs/projects are delivered with a high emphasis on customer service, balancing individual stakeholder requirements with University-wide interests.
- Lead and manage internal staff and external consultancy teams to deliver projects, ensuring high-performance standards and professional development with alignment to RMIT values.
- Actively promote and champion environmentally friendly design initiatives, accessible design, construction site safety, OHS awareness and compliance within the team and the University.
- Work with the Director Capital Works to develop/improve and implement quality processes and systems, ensuring best practice project management, including standard procedures, strategic reporting, post-occupancy evaluations, performance/compliance audits, contractor/consultant selection, communication protocols, life cycle costing, cost management, contractor administration, metrics, and KPIs.

Key Selection Criteria

1. Significant experience managing capital projects/programs 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.

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.