



## Position Description – Associate Director, Projects and Performance

### Position Details

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| <b>Position Title:</b>        | Associate Director, Projects and Performance   |                       |     |
| <b>College/Portfolio:</b>     | College of Vocational Education, Planning & Resources  |                       |     |
| <b>Campus Location:</b>       | Primarily based at Melbourne campus, and the potential to work across other RMIT campuses as required. |                       |     |
| <b>Classification:</b>        | HEW 10A  | <b>Time Fraction:</b> | 1.0 |
| <b>Employment Type:</b>       | Continuing   |                       |     |
| <b>Reporting Line:</b>        | General Manager, College Operations, College of Vocational Education                                   |                       |     |
| <b>No. of Direct reports:</b> | 1  |                       |     |

### 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.

## The College of Vocational Education

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The next evolution in vocational education at RMIT will meet learners where they are and take them where they want to go. RMIT's College of Vocational Education will be ready for the challenge, guided by the EVOLVE @ RMIT Roadmap, which supports RMIT's Knowledge with Action Strategy. EVOLVE sets a bold agenda for our next phase and reflects our ambition to lead in industry connected, learner-centred education to deliver real-world impact. EVOLVE recognises that a dynamic and fast-changing world requires cutting edge skills and knowledge. As a dual-sector institution, RMIT has a unique advantage to lead in this space and highlight the benefits of a joined-up system. EVOLVE honours our deep legacy of vocational and applied education and leans on our strengths to continue creating seamless learner pathways, driving global impact, and setting the standard for how education can empower people, industries and communities.

## Position Summary

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The Associate Director, Projects and Performance, is responsible for the provision of high-level advice and strategic execution support to the General Manager, College Operations.

There are a number of significant multi-year initiatives commencing in 2026 which will require strategic execution and change management support for the College, including:

- University Knowledge with Action Horizon Two initiatives
- CoVE roadmap initiatives and introduction of a balance scorecard

- Funded capital investment projects (three capital development projects and two ITS projects)

The Associate Director, Projects and Performance will provide strategic project management capability to the College and enable strategic execution of these significant initiatives, with a focus on effective change management, risk management and benefits realisation.

This will include leading and managing the College project management office to ensure effective implementation of key initiatives. The role will have oversight of College wide projects across each phase of the project cycle, including reporting of KPIs and cyclical activities that drive the success of the College, providing project leadership, thought leadership and status updates to the College Executive.

The role will work alongside other senior leaders in the College to deliver against the goals of transformation initiatives. This may include synthesis of information, data analysis and developing business cases and responses to both internal and external audiences. The role will be required to brief the General Manager, College Operations and Executives and to represent the College at broader RMIT working groups and ensure that the College of VE has a voice in decision making processes. The incumbent may be required to deputise for the General Manager, College Operations on committees and working groups across the University and College and may be required to act in the General Manager role on occasion.

### **Key Accountabilities**

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1. Lead College PMO services and provide high level strategic project planning to support the General Manager and College Executive leads to deliver against initiatives of the College of VE roadmap, capital investment and University Knowledge of Action initiatives across the project management lifecycle and aligned with RMIT project execution frameworks.
2. Lead high performing teams to embed human-centred approach and design principles for change, communication and implementation of projects.
3. Synthesise data and information and develop effective reporting frameworks for Executive on strategic and operational initiatives.
4. Work across functional areas to implement and roll out strategic initiatives to ensure successful outcomes and impact.
5. Support the College with developing dashboards and reporting of key performance metrics for the Executive to enable data-driven and evidence-based decision making.
6. Provide support to the General Manager regarding financial management of projects and return on investment in coordination with the Senior Finance Manager, to achieve benefits realisation.
7. Actively manage and report project risk across a program of works, provide issues management and support, respond to emerging issues to ensure effective resolution with minimal risk.
8. Represent the College as a key College of VE stakeholder on a range of College and Portfolio working groups, committees and planning teams.
9. Represent the GM, College Operations at broader RMIT working groups, demonstrating excellent stakeholder relationships at internal and external forums
10. Provide high-level advice and support to the Executive leaders in management of key and ad hoc projects as directed.

### **Key Selection Criteria**

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#### **Essential**

1. Extensive experience in strategic execution of impactful projects with clear benefits realisation.
2. Demonstrated ability to translate organisational strategic goals and led high performing teams

to implement successful outcomes.

3. Demonstrated experience in a position requiring strong influencing, interpersonal and negotiation skills at senior levels to achieve desired outcomes.
4. Excellent written and verbal communication skills and demonstrated experience in developing presentations, business cases, reports and briefing notes to a high standard.
5. Highly motivated and pro-active with a proven track record of successful project management, change management and people management.
6. Demonstrated ability to prioritise tasks and work in an environment requiring flexibility and collaborative decision making to achieve deadlines.
7. Demonstrated high level of digital literacy, including ability to manipulate data and develop visual dashboards, streamline workflows and explore automation/AI for efficiencies.

**Desirable**

1. Experience in delivery of projects in tertiary education sector

**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.