RMIT UNIVERSITY

Position Description – Project Manager

Position Details

Position Title: Project Manager - Capability

College/Portfolio: Operations   **School/Group:** ITS Portfolio and Planning

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

Classification: HEW 8   **Time Fraction:** 1.0

Employment Type: Fixed Term

Fixed Term Reason: Specific Task or Project

Reporting Line: RMIT (Peggy O'Neal) >> OPS|ITS|Capability (Suneel Babu Ravu)

No. of Direct reports: 0

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

The Operations Portfolio enables an integrated, enterprise-wide delivery that supports best practice student and staff experiences.

The Portfolio incorporates the following business units: Enabling Services & reform (ESR), Strategy, Enterprise Project Management Office (EPMO), Information and Technology Services (ITS), Legal Services, Finance & Procurement, Health Safety &Risk, Office of the Chief Operating Officer, and Property Services Group (PSG).

Information Technology Services (ITS) provides RMIT University with Information and Communication Technology (ICT) systems and services. ITS supports RMIT's high quality teaching, learning, research and administrative activities. The ITS plan highlights five goals for the university:

Information Technology Services:

- Best in class digital student experience. Invest in technologies that transform the student experience and support the digital strategy.
- Innovative and efficient service integrator. Reposition the ICT function to source and manage services more efficiently and focus on business outcomes through innovation.
- Elegant global service experience and systems. Move towards single global systems and processes that support the global operating model.
- Data to fuel differentiation and decisions. Ensure quality data and integrated systems are available to support data driven decision making and enable personalised and contextualised services.
- Simple and secure technology foundations. Ensure technology is simplified, free of duplication, and secure.

For further information please visit www.rmit.edu.au/its

Position Summary

The Project Manager is responsible for leading the planning, coordination and delivery of cloud, integration and application initiatives across platforms such as Azure, Amazon Web Services (AWS) and MuleSoft. The role manages end to end delivery of projects including cloud migrations, platform deployments, system integrations and service optimisation. Delivery is expected to meet agreed timelines, scope, budget and align with organisational priorities, security standards and governance requirements.

The role works closely with enterprise architects, technical engineering teams, vendors and business stakeholders to coordinate delivery activities, manage risks and issues, and ensure successful implementation and adoption of technology solutions. The Project Manager maintains delivery governance, financial oversight, vendor coordination and transparent reporting across the full project lifecycle.

The position requires strong experience delivering technology initiatives, particularly across cloud, integration and enterprise applications. The role requires sound financial management, strong vendor and stakeholder engagement, and the ability to operate autonomously within complex delivery environments. The Project Manager applies structured delivery approaches including Agile, Waterfall and hybrid methodologies, while supporting collaborative practices such as human centred design where appropriate. The role leads delivery teams to ensure outcomes are achieved efficiently, risks are actively managed and project objectives are realised across a range of technology initiatives within the portfolio.

Key Accountabilities

- **Project Delivery:** Lead end-to-end delivery of cloud migration, deployment, and optimization projects. Ensure projects are completed on time, within scope, and budget.
- **Planning, Scheduling & Governance:** Develop detailed project plans, schedules, and resource allocation. Maintain compliance with organizational governance and cloud security standards using RMIT Project management tools.
- **Stakeholder Engagement:** Manage communication with business units, technical teams, and vendors. Provide regular updates on progress, risks, and issues.
- **Risk & Issue Management:** Identify, assess, and mitigate project risks. Implement contingency plans and escalate critical issues promptly.
- **Financial Management:** Monitor project budgets and control costs. Prepare accurate financial forecasts and reports in Workday Finance.
- **Team Leadership:** Coordinate cross-functional teams to achieve project objectives. Foster collaboration and resolve conflicts effectively.
- **Quality Assurance:** Ensure deliverables meet quality standards and user requirements. Oversee testing and validation of cloud solutions.
- **Continuous Improvement:** Capture lessons learned and apply best practices. Recommend process improvements for future cloud initiatives.

Key Selection Criteria

- Proven Project Delivery Experience: Demonstrated experience delivering complex technology projects across cloud, application, integration, infrastructure, or end user platforms. Proven ability to manage projects from initiation to closure while meeting scope, schedule, budget, and quality objectives.

- Project Planning and Schedule Management: Strong capability in developing and managing detailed project plans using Microsoft Project. Experience in schedule development, resource planning, critical path analysis, and tracking delivery progress across multiple workstreams.

- Technology and Platform Awareness: Practical understanding of enterprise technology environments including cloud platforms such as Azure and AWS, integration platforms such as MuleSoft, and related infrastructure, networking, and security concepts sufficient to manage technical delivery teams.

- Stakeholder and Vendor Management: Strong interpersonal and communication skills with demonstrated ability to engage business stakeholders, technical teams, vendors, and leadership. Ability to present delivery updates, manage expectations, and maintain effective collaboration across complex programs.

- Risk, Issue, and Dependency Management: Proven capability to identify, assess, and manage risks, issues, and interdependencies across multiple projects and delivery streams. Ability to implement mitigation strategies and maintain delivery momentum in complex environments.

- Delivery Governance and Financial Oversight: Experience operating within structured delivery governance frameworks including status reporting, financial tracking, vendor management, and compliance with organisational standards and security requirements.

- Team Leadership and Coordination: Ability to lead and coordinate cross functional delivery teams, including technical specialists, vendors, and project resources, to achieve project outcomes in fast paced and evolving delivery environments.

Desirable

- Tooling and Collaboration Platforms: Experience using delivery and collaboration tools such as JIRA and Confluence for project tracking, documentation, and team coordination.

- Problem Solving and Continuous Improvement: Strong analytical capability with the ability to resolve complex delivery challenges and contribute to improvements in delivery practices and project processes.

- Platform and Environment Experience: Exposure to environments involving hybrid cloud, integration platforms, or end user technologies such as VDI.

- Professional Certifications: Relevant project or technology certifications such as PMP, PRINCE2, Agile or Scrum certifications, or cloud certifications in Azure or AWS.

Qualifications

- Relevant tertiary qualifications and extensive experience required.
- Current project management education or accreditation required.
- Agile certification (preferred)

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.