



## Position Description – Project Engagement Manager, ACMD

### Position Details

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<b>Position Title:</b>	Project Engagement Manager, ACMD
<b>College/Portfolio:</b>	Research and Innovation Portfolio
<b>School/Group:</b>	Research Partnerships and Translation
<b>Campus Location:</b>	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 9
<b>Employment Type:</b>	Full-Time 2 Year Term
<b>Time Fraction:</b>	1.0

### RMIT University

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RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. 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 three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

## Why work at RMIT University

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Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

## College/Portfolio/Group

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RMIT's Research and Innovation Portfolio (R&I) supports researchers to help shape the world. The portfolio has an engaged, energetic, talented and collaborative team focused on enabling excellent research and innovation outcomes. With a global presence, community and industry connections, we support cutting-edge research and careers that make a positive impact on communities. The Research and Innovation Portfolio supports researchers and graduate researchers with research partnerships, grants and research contracts, funding opportunities, capability development, research training, ethics and integrity, intellectual property, commercialisation, internships, communication and profile.

Find out more about research and innovation at RMIT University and the Research and Innovation Portfolio at: <http://www.rmit.edu.au/research/>

## Position Summary

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The Project Manager, ACMD is responsible for the delivery and operationalization of RMIT's engagement in the Aikenhead Centre for Medical Discovery (ACMD). This project involves liaising with multiple senior operational and strategic stakeholders and ensures that shared infrastructure assets are planned, developed, and delivered on time, and to specified quality standards. The position is a central facilitation function for RMIT's participation in the ACMD and requires strong coordination skills across cross-functional teams and organisations, as well as experience in managing shared governance models, project establishment and stakeholder engagement.

The incumbent will develop strong networks within and across the medical technology sector. This includes ACMD partner organisations, small to medium enterprises, growth centres like MTP Connect, advocacy groups, hospitals, Universities and other relevant partner organisations aligned to technology development, commercialisation and use.

The incumbent will be responsible for coordinating the delivery of RMIT ACMD Engagement Plan in collaboration with RMIT Working Group members and RMIT's MedTech Hub Director.

## Reporting Line

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Reports to: Director, Research Partnerships and Initiatives with dotted by reporting to ADVC Research and Innovation STEM

Direct reports: NIL

## Organisational Accountabilities

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RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

## Key Accountabilities

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- **Project Planning & Execution:**
  - Develop, maintain and implement project plans, schedules, budgets, and resource allocations for all phases of the project.
  - Manage the ACMD project lifecycle from operational commissioning to the commencement of operations, ensuring timely delivery of RMIT's participation.
  - Advocate RMIT's participation in the ACMD through each phase of engagement.
  - Liaise with Subject Matter Experts, portfolios and service areas at RMIT to ensure ACMD project requirements are fulfilled.
- **Stakeholder Management:**
  - Coordinate ACMD partner, RMIT portfolios and service area requirements to support informed RMIT representation on ACMD Committees.
  - Schedule, facilitate and resource RMIT governance meetings and the maintenance of alignment across RMIT stakeholder groups through regular communication.
  - Facilitate researcher engagement meetings of researchers both working in ACMD and across any ACMD/partner/external collaborations that RMIT has an interest in.
- **Risk & Issue Management:**
  - Develop, maintain and communicate a Project Risk Register to ACMD representatives on Working Groups.
  - Communicate with RMIT stakeholders any RMIT's any non-compliance with regulatory and environmental standards at ACMD.
- **Financial Management:**
  - In consultation with RMIT Finance, monitor ACMD project budgets, including cost-sharing models and funding contributions.
  - Prepare financial reports and updates for Governance boards and RMIT stakeholders.
- **Reporting & Communication:**
  - Provide regular ACMD project updates to project sponsors and stakeholders on project status, risks, and outcomes.
  - In collaborations with RMIT Communications, develop, maintain and manage communication materials to support RMIT engagement, including a coherent ACMD Researcher Project Application Process, RMIT ACMD SharePoint and internal communications strategies.
  - Partner with both RMIT Communications and ACMD Communications to amplify the ACMD communications strategy through RMIT's community and partner network.
- **Compliance & Documentation:**
  - Ensure that all ACMD project documentation, contracts and policies are reviewed and approved.
  - Develop and maintain a document control system for all ACMD project records.
  - Develop, implement and maintain a Project Management best practice framework to ensure audit-readiness.

## Key Selection Criteria

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1. Demonstrable excellent stakeholder and relationship management skills in a project of similar significance.
2. Strong leadership by influence, negotiation, and conflict-resolution abilities.
3. Demonstrated ability to manage competing priorities and work under pressure.
4. Exceptional written and verbal communication skills.
5. Strategic thinking with strong problem-solving capabilities.
6. Experience managing large-scale infrastructure or capital projects in a complex, multi-entity environment.
7. Proven experience managing multi-partner research-based collaborations.
8. Strong financial acumen and experience with budget management.
9. Proficient in project management software (e.g., MS Project or equivalent).
10. Experience working in public-private partnerships (PPPs) or government-funded projects.
11. Knowledge of MedTech regulatory frameworks and policies (Preferred).

**Qualifications**

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A relevant postgraduate qualification or equivalent combination of qualifications and relevant work experience.

Note: Appointment to this position is subject to passing a Working with Children check.

Note: Appointment to this position is subject to passing a 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.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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