



Position Description – Project Officer

Position Details

Position Title: Project Co-ordinator, Campus Planning

College/Portfolio: Operations **School/Group:** Property Services Group

Campus Location: City

Classification: HEW 7 **Time Fraction:** 1.0

Employment Type: Fixed-Term (18 months)

Fixed Term Reason: Specific Task or Project

Reporting Line: Associate Director, Campus Planning

No. of Direct reports: N/A

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 is located in the Operations Portfolio which is the services nucleus of RMIT and the focus for the development of the finance, people development infrastructure and systems that provide administrative capacity to the University.

Property Services has approximately 100 staff and has the responsibility to operate, maintain and enhance the buildings owned and leased by RMIT University, oversee construction projects and ensure the provision of physical facilities services.

Property Services is responsibility for a Property Portfolio of \$2.9b with an operating budget in excess of \$80M and prospective capital projects of over \$100M per annum for the next few years in Melbourne and Vietnam. RMIT's built environment involves approximately 110 buildings in Melbourne spread across all RMIT's campuses and sites, and several international campuses in Vietnam and Spain.

Property Services consists of the following branches:

- Commercial & Leasing
- Facilities & Asset Management
- Capital Works & Development
- Campus Strategy & Management
- Business Operations
- Strategic Programmes

For more information please visit: www.rmit.edu.au/propertyservices

Position Summary

The Project Co-ordinator will provide project management and coordination support for campus, precinct and accommodation planning activities associated with the startup and mobilisation of RMIT's Living Places Plan (LPP) which will help shape the future of RMIT's campuses and places. The role supports project briefing and management for prioritised capital infrastructure projects including DSC Art & Workshops Realignment, Tech Floor, Multipurpose Biomedical Science Lab, STEM Future Work spaces and Property Annual Works programs. This role will be for a fixed term period of 18 months aligning with current RMIT Investment Slate.

With a preferred background or training in planning, architecture or project management, the role supports the translation of user and strategic requirements into clear project briefing documentation, spatial concepts and inputs to investment cases.

Working closely with the Campus Planning team including Associate Director Campus Planning, Project Lead and Campus Planning Analyst the Project Officer coordinates tasks, stakeholders and documentation across multiple early-stage projects and liaises with the broader Property Services Group including Capital Works and Strategic Program portfolios.

Key Accountabilities

1. Project Coordination and Delivery Support

- Coordinate day-to-day project activities, schedules and workflows for campus planning and project briefing assignments under the direction of the Project Lead or Associate Director.
- Maintain project documentation (programs, action logs, risk/issue registers, decision records) to support effective project control and reporting.

2. Briefing and Concept Development Support

- Assist in preparing project briefs and requirements documentation that reflect LPP principles, user needs and campus masterplans as per CDP Capital Projects schedule of work.
- Use architectural training to support the development of high-level spatial concepts, diagrams and test-fits that inform precinct and accommodation options.

3. Stakeholder Engagement and Communication

- Plan and support stakeholder engagement activities, including scheduling and coordinating meetings and workshops, preparing materials, recording outcomes and following up actions.
- Draft clear, professional communications, summaries and presentation materials for review and use by senior team members and governance forums. These may include project briefs, scope of work, project plans and documents to support stakeholder communication.

4. Interface with Capital Works and Consultants

- Support coordination between Campus Planning, Capital Works and external consultants by managing information flows, document exchange and version control.
- Assist in preparing scopes, RFX documentation and responses to queries for planning and design services.

5. Data, Documentation and Continuous Improvement

- Collect, organise and present planning information (e.g. space schedules, basic utilisation or occupancy data) in support of project briefing and options development.
- Contribute to the maintenance and improvement of Campus Planning tools, templates and document libraries, applying a design and coordination lens.

6. General

- Undertake other duties as directed, consistent with the classification level of the position and in line with RMIT policies and procedures.

Key Selection Criteria

1. Qualifications and Experience

- Degree in architecture (or closely related discipline); graduate architect or registered architect strongly preferred.

- Experience in project coordination or client-side support within architecture, property, campus planning, or capital works environments.
- 2. Project Management and Coordination**
 - Demonstrated ability to coordinate tasks, schedules and documentation across multiple concurrent projects.
 - Familiarity with project management practices and tools (e.g. programs, action registers, risk logs), with strong attention to detail and follow-through.
 - 3. Design, Briefing and Technical Skills**
 - Ability to understand and interpret user and strategic requirements and assist in converting them into clear briefs and spatial concepts.
 - Competence with architectural documentation and basic test-fit / layout development using relevant software (e.g. SketchUp, Bluebeam, Revit, AutoCAD or similar).
 - 4. Stakeholder and Communication Skills**
 - Well-developed interpersonal skills and the ability to work collaboratively with a wide range of academic and professional stakeholders.
 - Strong written and verbal communication skills, including preparing clear notes, summaries, diagrams and presentation material.
 - 5. Analytical and Organisational Capability**
 - Ability to work with planning-related data and information, and to present it in clear tables, diagrams and schedules.
 - Strong organisational skills with the ability to manage competing priorities and deliver to agreed timeframes.
 - 6. Values and Cultural Fit**
 - Commitment to RMIT's values and to fostering inclusive, respectful and collaborative working relationships.
 - Ability to work effectively as part of a multidisciplinary team within Campus Planning and Property Services.

Qualifications

1. Bachelor's degree in architecture (preferred) or a closely related design/built-environment discipline.
Or
2. Experience in architectural practice, campus or precinct planning or capital works project environments, with demonstrated project coordination responsibilities.

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.