



Position Description – Project Coordinator

Position Details

Position Title: Project Coordinator

College/Portfolio: Vocational Education **School/Group:** Planning & Resources

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

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

Employment Type: Fixed Term until 3rd September 2027 (maternity leave replacement)

Fixed Term Reason: Replacement Employee

Reporting Line: Manager, Projects and Business Transformation

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

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

The Project Coordinator is responsible for providing high level project management and specialist services to support the College of VE, in alignment with College and University goals and directions.

The position will play a key role in supporting the planning, monitoring and execution of key College projects, and will work closely with people across a range of functions within the College to ensure effective project implementation.

Key Accountabilities

- Provide specialist project management expertise to lead key College initiatives, delivering consistent high-quality services with flexible and timely responses to operational needs, reflective of the University's values.

- Collaborate with the Manager, Projects and Business Transformation and relevant stakeholders to establish and embed College project management processes and governance frameworks
- Lead College projects end to end across capital development and system implementations applying appropriate project management methodology, establish governance, drive deliverables and ensure outcome are achieved within agreed timeframes.
- Coordinate and manage work streams across multiple and concurrent projects, maintaining project documentation and providing clear and consistent project status reporting.
- Develop and deliver effective and efficient communications including reports, updates, agendas and forums to engage staff and update key stakeholders
- Proactively identify potential issues or risks that could affect project outcomes and recommend practical solutions to keep projects on track.
- Work collaboratively and pro-actively with key stakeholders including professional, teaching staff and the College executive to deliver agreed outcomes.
- Research, collect and critically analyse data and processes to inform decision making and produce high quality submissions, briefing papers and discussion papers for key stakeholders.
- Facilitate workshops and consultation sessions with relevant stakeholders to build project management capability across the College
- Provide secretariat support to project committees and working groups and drive continuous improvement by streamlining processes, communication lines and support services to ensure simplicity, consistency and clarity.
- Perform other duties as requested by the Manager.

Key Selection Criteria

1. Demonstrated project coordination skills and experience managing multiple projects, with proven ability to deliver work to agreed timeframes.
2. Highly developed interpersonal skills, with demonstrated ability to build effective relationships, work collaboratively across all organisational levels and contribute as a productive member of a team.
3. Well-developed organisational and planning skills with the ability to manage competing priorities, coordinate workstreams and maintain clear and consistent project documentation across concurrent projects.
4. Proven ability to research and analyse complex data, produce high quality briefing papers and submissions, and make clear recommendations on risks and issues to inform decision making
1. Excellent written and verbal communication skills, with experience facilitating workshops, coaching stakeholders through project management tools and governance with a strong customer service mindset.
5. Strong digital literacy and learning agility to quickly learn and adopt new platforms and systems.
6. Flexible and adaptable with a proven ability to independently work through ambiguity, respond to changing priorities and maintain delivery standards in a dynamic and fast paced environment.

Qualifications

A relevant tertiary qualification in Business, Project Management or a related field and/or 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.