



Position Description – Project Manager

Position Details

Position Title:	Project Manager
College/Portfolio:	Operations
School/Group:	Property Services Group
Campus Location:	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
Classification:	Hew 7
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

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

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

Property Services has approximately 90 staff and has responsibility for the operation, maintenance, utilisation and enhancement of buildings owned and leased by RMIT University. Property Services oversees construction projects and ensures the provision of physical facilities services. The Group has an operating budget of in excess of \$73m and current capital projects are significant. RMIT's built environment involves approximately 124 buildings spread across all of RMIT's campuses and sites. The capital stock of the University is diverse and valued at approximately \$2 billion and includes heritage and other classifications.

Property Services (PSG) consists of the following areas:

- Commercial and Leasing
- Campus Strategy and Management
- Facilities and Asset Management
- Capital Works
- Development Management
- Property Operations

Position Summary

The Project Manager is responsible for the delivery of allocated complex projects under the direction of management and under the supervision of the Associate Director or Senior Project Manager.

The role will be capable of handling 3-5 projects at the same time and have a good understanding of various project management practices. This role will be responsibilities for investigating project user requirements, estimating project costing, monitoring the progress of projects and providing more complex technical expertise with the ability to resolve any issues or discrepancies.

This role will liaise with a variety of stakeholders across RMIT University and will liaise with external contacts such as architects, engineers, quality surveyors, building surveyors and contractors.

The Project Manager will work within the Capital Works Team and support the Associate Director by applying best practice at all times and ensuring efficient and prompt delivery of service is achieved. This role will provide high level essential administrative tasks and maintain a high degree of internal and external customer service.

Reporting Line

Reports to: Associate Director, Capital Works

Direct reports: Nil

Organisational Accountabilities

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

- Ensure User requests for building projects are fully understood and achievable by investigating User requirements and undertaking feasibility studies and cost estimates.
- Ensure that the Gateway process is followed and maintain regular and liaison with all stakeholders.
- Ensure allocated projects are adequately resourced and can meet realistic deadlines for completion by analysing internal capability and commissioning contractors where appropriate under the direction of the Manager.
- Ensure allocated projects are completed in a cost efficient and timely manner under the direction of the manager by:
 - Developing brief, concepts and details of projects
 - Procuring contractors and suppliers in an effective manner
 - Progressing development and execution of construction solutions
 - Scheduling and supervising all major project activities throughout the life of the projects
- Ensure that all allocated projects meet acceptable standards of quality and are completed in accordance with the brief under the direction of the Senior Project Manager or Associate Director by:
 - Undertaking regular inspections of work in progress
 - Instructing corrective action where appropriate
 - Overseeing the administration of contracts.
 - Providing technical expertise in the resolution of major problems or difficulties.
- Ensure all approved projects are completed within a cost-justifiable budget by preparing accurate budgets, monitoring costs during the project's life and initiating correct action.
- Encouraging and supporting team attitude within Property Services to achieve objectives, and duties are undertaken in accordance with University's policies and procedures

Key Selection Criteria

1. Knowledge and experience in managing and delivering a number of projects at the same time, meeting deadlines, quality standards and cost parameters, within a large complex organisation.
2. Demonstrated ability to inform, engage and coordinate with internal / external stakeholders such as consultants, stakeholders and contractors in a high volume work environment.
3. Good standard of communication skills, negotiation and interacting skills with the ability to adapt styles of communication to suit all levels.
4. Demonstrated experience in providing regular updates on project progressions and outcomes
5. Thorough technical knowledge of all construction / professional disciplines conversant with

the Victorian Building Regulations, Work cover, Occupational Health and Safety and other relevant standards.

6. Ability to manage the performance of contracts, programs and projects and effectively deliver results on time, and within budget for more than one project at a time.
7. Ability to understand and translate User requirements into sound technical specifications.

Qualifications

Relevant tertiary qualification or certificate, and/or relevant industry experience.

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.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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