Position Description – Project Manager

Position Details

Position Title:	Project Manager
College/Portfolio:	STEM College
School/Group:	School of Engineering
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 8
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

The STEM College

The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industry, as never before.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. We have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community of achieve their potential. The College appointed Victoria's first ever Dean of STEMM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

School of Engineering

The School of Engineering is one of the largest Engineering Schools in Australia. It has over 350 staff and 7000 students, including 750 HDR students. The School is committed to driving innovation and collaboration through our industry partnerships. Our industry partners range from small companies to multinational organisations and we work together on translating our research into impact for our partners and the wider community. In April 2024, the School will transition to the following Departments:

- Aerospace Engineering
- Biomedical Engineering
- Chemical and Environmental Engineering
- Civil and Infrastructure Engineering
- Electrical and Electronic Engineering
- Mechanical, Manufacturing and Mechatronics Engineering

This transition to Departments forms part of a new strategic direction for the School. This will see an increasing emphasis on engagement with industry and other external partners. To support this the School is developing new industry hubs where we will co-locate industry partners with our research teams and our undergraduate students. The industry hubs will be located across Melbourne and internationally, and these hubs will form the focus of our strategy for engaging with industry in new and innovative ways.

Over the next three to five years the School of Engineering will support these new strategic plans by investing in new facilities across our estate, including the industry hubs. This will include reimaging our teaching and research laboratories, and in the hubs developing new areas of excellence with our industry partners.

RMIT is also a global university and the School of Engineering has students and research partners across South East Asia and Europe. This includes two campuses in Vietnam, as well as partnerships in Hong Kong, Singapore and we recently entered into a partnership with the Birla Institute of Technology and Science in India. The School also has a research centre in Barcelona, which provides access to European funding and industry partners. The School will continue to grow our international activities with the aim of becoming a globally connected School that translates technologies and training across continents.

Position Summary

This position requires a keen and dynamic individual, with the ability to be a team player, and a desire to contribute to an exciting set of projects across our engineering disciplines. The Project Manager will coordinate and operationalise the School's strategic projects including the transition of a range of teaching activity from the Bundoora East campus to the City Campus. In addition to this the Project Manager will coordinate a range of infrastructure projects for the School including the establishment of Agile hubs and Industry hubs. The Project Manager will also be responsible for the management of timelines relating to the implementation of each project, including needing to work within the current administrative timeframes of RMIT relating to research and Learning and Teaching.

Acting in this key operational role, the incumbent will work closely with internal and external stakeholders to monitor and manage project timelines, resources, milestones, deliverables and risks.

The Project Manager will act as an interface between the School, College executive and the broader project teams and stakeholders, establishing collaborative relationships, having the ability to liaise and communicate with both academics, administrators (internal and external) and senior leaders within RMIT and industry partners. Critical to this role is the ability to work within a complex organisational environment ensuring compliance with organisational policies and processes whilst ensuring project outcomes are not compromised.

Reporting Line

Reports to: Senior Manager, School Operations

Direct reports: 0

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

- Strategic oversight of project development and planning, including setting timelines and milestones.

- Development of operational plans for each project and identify and map key dependencies between projects.

- Oversee the management and delivery of each project and monitor and report progress against agreed goals and timelines.

- Manage all project deadlines, milestones, deliverables. As needed, plan and manage projects including regulatory compliance requirements and logistics.

- Develop, pursue and maintain strong partnerships with all key stakeholders, collaborations and networks, including academic and professional staff, industry partners, service providers and other functional areas.

- Manage the planning and budget requirements for the Program's activities, including monitoring expenditure and ensuring timely financial reporting and updates on budget status.

Key Selection Criteria

1. Highly developed interpersonal and communication skills with the ability to liaise and work effectively with a range of people across all levels of the organisation.
2. Ability to work autonomously with considerable independence.
3. Demonstrated ability to initiate, develop and implement effective workplace practices and processes and convey complex information to colleagues.
4. High level organisational, time management and problem-solving skills with the ability to exercise judgement and initiative, while maintaining commitment to achieving outcomes
5. Demonstrated ability to be flexible and adaptable in a changing environment.
6. Demonstrated project management experience particularly in the generation of project plans, budgets, and high level financial and narrative project reports.
7. Excellent stakeholder engagement skills, including managing competing demands and stakeholder groups.
8. High level of proficiency in the use of standard application software such as the Microsoft Office suite.

Desirable

9. Experience in or an understanding of the higher education sector and/or engineering.
10. Experience working with and managing collaborative relationship with partner organisation/s.

Qualifications

A degree with substantial relevant experience or an equivalent combination of relevant experience and/or education/training

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:	**Approved:**	Signature:

	Name:		Name:
	Title:		Title:
	Date:		Date: