



Position Description – Project Manager, Capital Works

Position Details

Position Title: Project Manager, Capital Works

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

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

Classification: HEW 8 **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: Associate Director, Capital Works

No. of Direct reports: 0

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 has approximately 75 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 in excess of \$75m 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:

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

Position Summary

The position of Project Manager is responsible for managing the delivery of assigned projects through all project phases from briefing, feasibility, planning and design through to construction and handover. This role will be required to lead and collaborate with multiple internal and external stakeholders, engage and lead external consultant/contractor project teams and drive substantial project workstreams and complex tasks.

The Project Manager is to take a leadership role in managing project risks and ensuring all assigned projects meet financial, program, scope, quality, safety and environmental aligned to RMIT's Living Places Plan.

This position will require a high level of communication, negotiation and organisational skill together with a strong strategic outlook and commercial acumen.

Key Accountabilities

- Responsible for the successful delivery of assigned projects to agreed targets (time, cost, scope, quality).
- Development of strong internal stakeholder relationships to fully identify and confirm project scope requirements and maintain continued stakeholder commitment and confidence throughout the project lifecycle through regular and effective communication, engagement and collaboration.
- Management of external multi-disciplinary consultancy and contractor teams ensuring all projects meet performance quality, scope, program, financial, safety and environmental objectives aligned to the RMIT Living Places Plan.
- Develop strong external stakeholder relationships with relevant authorities and project partners to obtain required project approvals throughout the project lifecycle.
- Prepare, monitor and maintain key project management control documentation including:
 - Project management plans
 - Project programs
 - Resourcing schedules
 - Communication plans
 - Risk and issues registers
 - Budget, cost reports and cashflows
- Prepare regular project reporting for presentation to various stakeholders and committees.
- Manage and negotiate consultant and contractor tender processes in accordance with RMIT policies and probity requirements.
- Manage the efficient and cost effective completion of assigned projects in accordance with RMIT Gateway Project Management Process. Contribute to process continuous improvement opportunities.

Key Selection Criteria

1. Experience managing capital projects across all project phases with a diverse project team in a commercial / complex environment.
2. Experience in engaging, managing and motivating a diverse team of internal stakeholders, consultants and contractors to meet project objectives aligned with RMIT values.
3. Experience in utilising effective project management principles of planning, resource allocation, communication, formalised documentation, implementation, negotiation, evaluation and reporting.
4. Skill, knowledge and ability to deliver projects to time / quality / cost parameters.
5. Ability to successfully conduct negotiations, manage contracts and effectively communicate with clients, consultants, authorities and other project related bodies.
6. Experience in financial management of program / project budgets, understanding of capital expenditure and accounting principles and ability to interpret financial information and present in a clear and concise format.

7. Highly developed interpersonal and communication skills and demonstrated experience producing comprehensive recommendations, project and implementation plans, briefing papers and reports.
8. Proven ability to analyse complex problems, identify critical risks and issues and develop strategies for delivering solutions.
9. Commercially astute with high attention to detail.
10. Comprehensive knowledge of property management and regulatory requirements in the building industry (including Building Code of Australia, Victorian Building Regulations, WorkCover and OH&S).

Qualifications

Bachelor degree in Engineering, Architecture, Building Construction, Project Management or other appropriate tertiary qualifications, with extensive 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.