



Position Description – Project Manager

Position Details

Position Title: Project Manager

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

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

Classification: HEW 9 **Time Fraction:** 1.0

Employment Type: Fixed Term until 31st December 2027

Fixed Term Reason: HE-Specific Task or Project

Reporting Line: Associate Director, Projects and Performance

No. of Direct reports: 1

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.

The College of Vocational Education

The next evolution in vocational education at RMIT will need to meet people 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.

EVOLVE sets a bold agenda and reflects our ambition to lead in industry-connected, learner-centred education to deliver real-world impact.

The EVOLVE Roadmap will contribute to the overarching vision of RMIT's Knowledge With Action Strategy and will support collaboration with stakeholders across colleges and portfolios while also maintaining a distinct VE focus to ensure we can shape the university's future as a connected and future-facing vocational institution.

Our five Roadmap actions are:

- Offer transformative education experiences to all students
- Connect across RMIT and industry for applied research
- Respond at pace and scale to industry, government and communities
- Grow our impact as the leading multi-sector provider in our region
- Invest in our people and organisational enablers to support our success

Position Summary

The Project Manager will work closely with the Executive and Senior Leaders to lead key strategic initiatives in the College of Vocational Education. The position will play a key role in establishing program governance, coordinating project teams and managing delivery across multiple workstreams to ensure the successful implementation of agreed outcomes.

Key Accountabilities

- Lead strategic projects, working closely with Executive and senior leaders
- Develop and maintain integrated project plans, workstream schedules and delivery roadmaps.
- Manage end to end program coordination including planning, governance, risk management, reporting and delivery tracking.
- Monitor program milestones, dependencies and deliverables to ensure progress against agreed timelines.
- Work collaboratively with stakeholders across portfolios and colleges to determine and implement agreed ways of working.
- Lead the delivery of change management activities to enable the successful adoption of new processes and ways of working.
- Prepare and present comprehensive reports and project documentation as required by stakeholders, including College Executives.
- Work with a cross-College/University view regarding monitoring and reporting.

Key Selection Criteria

Essential:

- Extensive experience in strategic execution of impactful projects with clear benefits realisation.
- Demonstrated ability to translate organisational strategic goals and led high performing teams
- Demonstrated experience in a position requiring strong influencing, interpersonal and negotiation skills at senior levels to achieve desired outcomes.
- Excellent written and verbal communication skills and demonstrated experience in developing presentations, business cases, reports and briefing notes to a high standard.
- Highly motivated and pro-active with a proven track record of successful project management, change management and people management.
- Demonstrated ability to prioritise tasks and work in an environment requiring flexibility and collaborative decision making to achieve deadlines.
- Demonstrated high level of digital literacy, including ability to manipulate data and develop visual dashboards, streamline workflows and explore automation/AI for efficiencies.

Desirable:

- Experience in delivery of projects in tertiary education sector

Qualifications

A tertiary qualification in business, project management, organisational change or a related discipline is desirable. Equivalent experience in program or project management roles will also be considered.

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.

