



Position Description – Property Business Partner

Position Details

Position Title: Property Business Partner

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

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: Continuing

Fixed Term Reason: n/a Choose an item.

Reporting Line: Associate Director, Campus Planning

No. of Direct reports: nil

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 is located in the Operations Portfolio which is the services nucleus of RMIT and the focus for the development of the finance, people development infrastructure and systems that provide administrative capacity to the University.

Property Services has approximately 100 staff and has the responsibility to operate, maintain and enhance the buildings owned and leased by RMIT University, oversee construction projects and ensure the provision of physical facilities services.

Property Services is responsible for a Property Portfolio of \$2.9b with an operating budget in excess of \$80M and prospective capital projects of over \$100M per annum for the next few years in Melbourne and Vietnam. RMIT's built environment involves approximately 110 buildings in Melbourne spread across all RMIT's campuses and sites.

Property Services consists of the following branches:

- Commercial & Leasing
- Facilities & Asset Management
- Capital Works & Development
- Campus Strategy & Management
- Business Operations

For more information please visit: www.rmit.edu.au/propertyservices

Position Summary

The Property Business Partner is the primary point of contact for designated stakeholder groups on all planning and project-related property matters that support accommodation outcomes. Working largely autonomously, the role supports the Associate Director, Campus Planning to develop property initiatives, with a strong focus on strategic project initiation and optimal portfolio management for assigned university stakeholders, and on managing client and stakeholder relationships at multiple levels.

The Property Business Partner proactively identifies, and analyses client needs, validating those via briefing and analysis and developing solutions that deliver on business objectives. They drive outcomes for stakeholders by coordinating activities across multiple Property Services teams and keeping stakeholders informed of progress. They engage with stakeholder leadership teams to understand business activities and priorities that require Property support and advises and educates business managers on how to engage with, and effectively use, Property Services.

The position works seamlessly with the broader Campus Planning team, optimising collaboration, capability and resources available to support campus planning work and agreed priorities. The role leads the strategic assessment and planning components of projects, including concept planning, scenario modelling, options development, feasibility assessment and brief development/delivery.

Key Accountabilities

- Plan and manage property portfolio spatial allocations for designated university stakeholder groups, ensuring alignment with university priorities and strategic plans.
- Work collaboratively across Operations and with College and Portfolio colleagues to support the creation of inspiring, inclusive and innovative learning, teaching and community spaces.
- In partnership with the Campus Planning team, develop and apply consistent, evidence-based strategic space planning and management practices across the university.
- Prepare high-quality materials and advice that clearly communicate options, impacts and recommendations to senior and executive stakeholders to support informed decision-making and investment planning.
- Promote best-practice approaches in the development and application of Place Strategy and associated frameworks for optimising space utilisation, facilitating collaborative, cross-functional engagement and driving continuous improvement in the performance of the university's property portfolio.
- Use data, benchmarks, utilisation, campus attendance and other relevant evidence to ensure adherence to best-fit space principles and to inform recommendations that support campus activation and asset optimisation.
- Contribute to adherence with ISO governance processes for space allocation decisions, ensuring transparent, auditable and data-supported rationales, and actively participate in the review and refinement of related procedures.
- Plan and deliver project briefing requirements for multiple capital projects, managing internal client and stakeholder relationships (including senior and executive stakeholders) and collaboratively leading project teams through the briefing phase. Oversee consultation, investigation of property matters, alignment with the University's Living Places Plan and broader RMIT strategies, consideration of built-form and design objectives, and analysis of property/utilisation data to produce robust, evidence-based briefs and recommendations that inform investment cases.

Key Selection Criteria

Essential:

1. Strategic property and space planning

Demonstrated experience in planning and managing complex property portfolios and spatial allocations in a large, multi-stakeholder organisation, including the ability to align space planning outcomes with organisational strategies and priorities.

2. Collaboration and relationship management

Proven ability to work collaboratively across operational, academic and professional areas to co-design and deliver inspiring, inclusive and innovative spaces, including managing relationships with senior and executive stakeholders and navigating competing priorities.

3. Executive-level communication and influence

Highly developed written and verbal communication skills, with experience preparing high-quality briefs, options papers and presentations that clearly articulate impacts and recommendations, and the ability to influence decision-making at senior and executive levels.

4. Evidence-based analysis and decision support

Demonstrated capability to use data, benchmarks, utilisation metrics, attendance patterns and other evidence to analyse space performance, develop options, and provide robust, evidence-based recommendations that support investment cases and strategic decisions.

5. Frameworks, place strategy and continuous improvement

Experience in developing, applying and improving space planning or place strategy frameworks to optimise utilisation of assets, including facilitating cross-functional engagement, driving best practice and embedding a continuous improvement mindset.

6. Governance, compliance and risk management

Knowledge of and experience with governance frameworks (e.g. ISO-aligned or similar), including ensuring transparent, auditable and compliant decision-making processes for space and property matters, and proactively identifying and managing associated risks.

7. Project leadership and complex stakeholder engagement

Demonstrated experience leading or coordinating the briefing phase of capital or major projects, including complex consultation, investigation of property matters, alignment with masterplans/strategic plans, and the ability to coordinate multi-disciplinary teams to deliver high-quality project briefs on time.

Desirable:

8. Experience in Vocational and Higher Education sector

9. Experience with STEM and Design environments including laboratories, workshops, clinical spaces and technical requirements

Qualifications

Qualifications in planning, project management or architecture preferred or equivalent expertise gained through 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.