



Position Description - Senior Coordinator, Operations

Position Details

Position Title: Senior Coordinator, Operations

College/Portfolio: Vocational Education. **School/Group:** Planning & Resources

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

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

Employment Type: Fixed Term.

Fixed Term Reason: Replacement Employee

Reporting Line: Manager, Operations

No. of Direct reports: 2

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 purpose of RMIT's College of Vocational Education is to empower learners and our industry, community and government partners to succeed in the new world of work. Our strategic roadmap, [EVOLVE](#), purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence.

Led by our Pro Vice Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:

- 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

The College of VE is delivering impact through transformation that creates long-term change.

Planning and Resources

Our planning and resources function puts the student at the centre of our thinking through a precinct-based approach that delivers the right support where it is needed most. This enables us to deliver a consistent student and staff experience with differentiation between whole of college services and bespoke units or functions. The shared services model which underpins this team is designed to assist with flexible resourcing and service delivery to meet the cadence, requirements and nature of University business.

Position Summary

The Senior Coordinator, Operations will operate within the College of Vocational Education (CoVE) at RMIT University. The role will be responsible for all aspects of space management across College of VE. Compliance and utilization of space personas, aligning to IT assets and HSW requirements. The role is required to work closely with program areas, teaching teams and central areas such as Property Services, ITS and People.

This role is key to coordinate the facilities and HSW capacity related to events and other College events.

This role will be required to work across all RMIT locations in Victoria and work across all College teams and functions to support the business throughout peak periods.

Key Accountabilities

- Lead, manage and develop the CoVE Facility and HSW teams to ensure effective and efficient delivery of services and maintain a harmonious service-oriented culture.
- Coordinate space management for the CoVE. Includes setting and managing Space Management personas and guiding principles.
- Maintain and report on Space Management information, compliance and access.
- Development of processes for managing area risk, access and compliance, and work within the College and central areas to negotiate, operationalise and implement agreed outcomes.
- Support the CoVE HSW Committees in meeting the required OHS obligations, keeping abreast of HSW legislation and policy, ensuring effective HSW structures and mechanisms are in place.
- Chair facilities meetings to provide a forum for agreeing priorities in relation to space usage, equipment, hardware acquisition, maintenance, renovation and development.
- Oversee the lifecycle of CoVE Software Assets. Representing the requirements of CoVE teaching.
- Coordinate CoVE facilities and HSW capacity related to events and other College approved initiatives.
- This role will be required to work across all RMIT locations in Victoria, including external sites from which we conduct business; and work across all College teams and functions to support the business throughout peak periods.
- Coordinate and advise on continuous improvement processes, identifying opportunities for improvement, providing feedback to relevant areas and contributing to the streamlining of processes, events and support services to achieve a successful student and staff experience.
- Perform other duties as requested by the Manager.

Key Selection Criteria

- **People Leadership:** Experience in leading, motivating and managing a team of staff to be service-focused, flexible and responsive to changing needs.
- **Asset and equipment management:** Experience in resource management that can demonstrate the ability to manage assets and equipment effectively, including planning, procurement, maintenance, and replacement. The ability to develop and implement asset management plans, scheduling maintenance activities, ensuring compliance with relevant regulations and standards, and managing inventory with the ability to identify opportunities for improving asset utilisation, reducing costs, and enhancing the overall performance of the College's assets and equipment.
- **Flexibility and adaptability:** Experience managing a broad and diverse remit of work with the ability to adapt to changing priorities, manage competing demands, and respond to unexpected challenges in a flexible and agile manner. Experience leading teams through change to be comfortable with ambiguity, while ensuring that the overall College goals are met.
- **Continuous improvement mindset:** Demonstrated experience with identifying areas for improvement and implementing changes that increase efficiency, productivity, and profitability.
- **Communication skills:** Demonstrated high level communication skills, both written and verbal, and

the ability to maintain effective relationships internally and externally to deliver agreed outcomes.
High level of digital literacy and IT skills and the ability to learn new technology quickly.

- **Health, Safety and Wellbeing:** Experience with health, safety, and wellbeing management in the workplace. Experience working with relevant regulations and standards.

Qualifications

Relevant qualification and/or relevant OHS, customer service and administration 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.