



## Position Description – Contract Manager

### Position Details

---

<b>Position Title:</b>	Contract Manager
<b>College/Portfolio:</b>	STEM College
<b>School/Group:</b>	Aviation Academy
<b>Campus Location:</b>	Based at the Point Cook campus but may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 8
<b>Employment Type:</b>	Two (2) years fixed term
<b>Time Fraction:</b>	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 Bendigo. Flight training is conducted in both Point Cook and Bendigo. 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>

## STEM College

---

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 industries.

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. Under the leadership of DVC STEM College & Vice President, Digital Innovation, 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 to achieve their potential. The College appointed Victoria's first ever Dean of STEM, 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.

We are here to positively impact the world and create the next generation of STEM leaders.

<https://www.rmit.edu.au/about/schools-colleges/stem-college>

## Aviation Academy

---

RMIT University has a long-standing legacy in Aviation and Aerospace and for over 80 years has been a trusted partner and global leader in the industry.

The RMIT Aviation Academy is at the forefront of aviation education and innovation, with over 29 years experience in commercial flight training, based at RAAF Base Point Cook, the world oldest continually operating airfield. Harnessing the infrastructure and cross-disciplinary capability across the university, RMIT Aviation Academy is the front door to accessing the knowledge, innovation, skills, and leadership required by individuals, government, and organisations across the global aviation ecosystem.

The RMIT Aviation Academy is an agile enterprise that can respond to skills needs and market opportunities, offering a comprehensive aviation-related curriculum and work integrated learning ethos to aviation professionals across the entire industry eco-system.

## Position Summary

---

The RMIT Aviation Academy Contract Manager plays a critical role in ensuring the successful execution and compliance of high-value initial flight training contracts. This position requires meticulous attention to detail, comprehensive understanding of contractual obligations, and exceptional communication skills to navigate the complexities of training contracts and agreements within a higher-education setting. The Contract Manager will work closely with various stakeholders, including faculty members, research teams, administrative staff, government agencies, and external partners, to facilitate the seamless implementation and operationalisation of the contracts while upholding ethical and regulatory standards and exceptional service delivery.

## Reporting Line

---

Reports to: Operations Manager, Aviation Academy

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.

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

---

### Contract Oversight:

- Manage the entire lifecycle of allocated contracts, from pre-award to closeout, ensuring compliance with all contractual requirements, regulations, and university policies.
- Review, negotiate, and finalise contract terms and conditions, including scope of work, deliverables, milestones, and pricing structures.
- Monitor contract performance, milestones, and deliverables to ensure adherence to timelines and budgetary constraints.
- Mitigate risks and resolve contractual disputes or deviations in collaboration with relevant stakeholders.
- Develop and articulate program goals, objectives, and strategies in alignment with contractual objectives.

### Stakeholder Engagement:

- Serve as the primary point of contact for internal and external stakeholders involved in the allocated contracts, fostering strong relationships, and facilitating effective communication channels.
- Collaborate with faculty members, research teams, and administrative staff to ensure efficient and effective contract delivery.
- Liaise with government agencies, contractors, and industry partners to coordinate project activities, address concerns, and facilitate knowledge transfer.
- Serve as the primary point of contact for all program-related communications.
- Provide regular updates to stakeholders on project status, risks, and achievements.

### Compliance and Ethics:

- Ensure compliance with all applicable laws, regulations, and university policies governing contracts, including CASA/DASA/TEQSA regulations.
- Implement and enforce ethical standards and best practices in contract management, including conflict of interest disclosures and intellectual property rights protection.
- Provide guidance and training to university personnel involved in the allocated contracts to promote awareness and adherence to internal and external compliance standards.
- Monitor contract performance to ensure all parties adhere to terms and conditions and identify and resolve contract-related issues in a timely and effective manner.
- Implement processes to track and report on contract performance metrics and conduct periodic audits to ensure adherence to contractual terms and conditions.

### Financial Management:

- Oversee financial aspects of the allocated contracts, including budget development, expenditure tracking, and financial reporting in line with our obligations.
- Work closely with finance and accounting teams to monitor project expenditures, forecast funding requirements, and ensure cost control measures are in place.
- Prepare financial reports, invoices, and documentation required for audit and compliance purposes.

### Continuous Improvement:

- Identify opportunities for process improvement and efficiency enhancement in contract management workflows.
- Implement best practices and lessons learned from previous contracts to optimise future engagements.
- Stay abreast of industry trends, regulatory changes, and emerging technologies relevant to the contracts.

## Key Selection Criteria

---

- Demonstrated experience in managing contracts, particularly in complex environments such as Defence or Government contracts. This includes experience in overseeing the entire contract lifecycle.
- Comprehensive understanding of relevant legal and regulatory frameworks governing Defence or Government contracts. Ability to interpret and apply complex contractual terms and conditions in compliance with these regulations.
- Proven ability to effectively engage and communicate with diverse stakeholders, including internal university teams, government agencies, and industry partners. Strong interpersonal skills to build and maintain relationships while facilitating clear and transparent communication channels.

- Track record of ensuring compliance with contractual requirements, regulatory standards, and ethical guidelines. Experience in implementing and enforcing ethical standards, conflict of interest policies, and intellectual property rights protection measures within contract management processes.
- Proficiency in financial management aspects of contracts, including budget development, expenditure tracking, and financial reporting. Ability to collaborate with finance and accounting teams to ensure accurate budgeting, forecasting, and cost control measures throughout the contract lifecycle.
- Strong analytical and problem-solving skills to identify and address contract-related issues, risks, and deviations effectively. Capacity to make sound decisions under pressure while considering the implications on project objectives, timelines, and budgetary constraints.
- Demonstrated ability to identify opportunities for process improvement and efficiency enhancement in contract management workflows. Flexibility and adaptability to navigate changing requirements, priorities, environments, and deliverables.
- Proven track record of managing multiple projects simultaneously and meeting deadlines within a dynamic and fast-paced environment. Strong organisational skills to prioritise tasks, allocate resources effectively, and ensure the timely delivery of contractual obligations.
- Ability to work collaboratively within multidisciplinary teams. Capacity to foster a culture of teamwork, knowledge sharing, and mutual support to achieve common goals and objectives.

---

## Qualifications

### Mandatory

- Bachelor's degree in business administration, contract management, law, or related field (Master's degree preferred).
- Minimum of 5 years of experience in contract management, preferably within the Defence industry.
- Strong understanding of Defence contracting principles, regulations, and compliance requirements.
- Excellent negotiation, communication, and interpersonal skills.
- Proven ability to manage multiple projects simultaneously and meet deadlines.
- Detail-oriented with strong analytical and problem-solving capabilities.
- Proficiency in contract management software and Microsoft Office Suite.
- Working With Children's Check

### Highly Desirable

- Knowledge of the aviation and flight training industry and educational principles.
- Skills in the use of relevant information and communication technologies, preferably experience using a Learning Management System such as CANVAS and extensive use of Microsoft Office 365 suite of products.
- Experience with data analytics, or data analysis tools.

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. For this position Australian Citizenship will be required.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
-----------	--	-----------	--