



Position Description – Technical Services Coordinator

Position Details

Position Title: Technical Services Coordinator

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

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

Classification: HEW 7 **Time Fraction:** 1.0 FTE

Employment Type: Continuing

Reporting Line: Manager, Operations

No. of Direct reports: 5

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

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 five-year strategic roadmap, ALIVE@RMIT, 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:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

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.

Position Summary

The Technical Services Coordinator will lead a team of technical officers that utilise their respective expertise to provide technical services to Staff, Students and Partners to achieve teaching and commercial outcomes within the Built Environment & Sustainability Cluster, College of VE.

The Technical Services Coordinator will coordinate day-to-day operations to ensure that technical facilities are developed and maintained to the highest industry and educational standards. Working across a wide range of activities, equipment and processes, employed within these facilities, the role will deliver creative solutions to the unique and challenging problems associated with delivery of education, innovations and environments.

Key Accountabilities

- Lead a team of technical officers, ensuring effective and timely flow of information, staff induction, and Summary - Lead a team of technical officers that utilise their respective expertise skillset provide technical expertise and services to Staff, Students and Partners to achieve teaching and commercial outcomes within the College of VE.
- Manage and document the capacity, development, collaboration and performance or direct reports. Providing guidance, supervision and a point of contact.
- Responsible for all aspects of technical services within Built Environment & Sustainability Cluster. Includes the maintenance, risk management, quality, support, acquisition and reporting of a whole range of technical equipment and processes.
- Coordinate and facilitate best practice in relation to OHS requirements in technical environments and ensure compliance with relevant legislation.
- Actively participate in learning and teaching activities to ensure technical services and equipment cater to new and emerging technologies and practices. Assist in researching, developing and implementing learning tools for staff and students.
- Proactively support the team and collaborate across the College to ensure efficient and effective delivery of services to both internal and external customers.
- Provide Subject Matter knowledge to assist planning with Projects, Teaching Programs and other groups in RMIT
- Perform other duties as requested by the Manager.
- This role may be required to work across all Planning & Resources teams and functions to support the business throughout peak periods.

Key Selection Criteria

1. Demonstrated experience in leading and managing staff to be service-oriented, flexible and responsive to changing needs.
2. Demonstrated ability to manage projects and the lifecycle of equipment/resources.
3. Proven technical knowledge and expertise in Building, Trades and construction environments.
4. High level of communication skills with the ability to provide both written and verbal instructions to a range of audiences.
5. Demonstrated ability to deliver flexible solutions to technical problems, preferably within an educational context.
6. Demonstrated experience in maintaining technical workshops or equivalent industry experience, including coordinating the maintenance of equipment and assisting in researching new technologies, systems and processes.
7. Knowledge and application of OHS legislation and regulations particularly in regard to technical workshops and sites.

Qualifications

Relevant tertiary qualification and/or equivalent combination of knowledge, experience and education/training.

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.