



Position Description – Technical Services Manager, Facilities Asset Management

Position Details

Position Title: Technical Services Manager

College/Portfolio: Operations

School/Group: Property Services Group

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

Classification: HEW 8

Time Fraction: 1.0

Employment Type: Continuing

Reporting Line: Director Facilities and Asset Management

No. of Direct reports: None

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 Property Services Group (PSG) 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.

PSG 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.

PSG is responsible for a Property Portfolio of \$3.3B 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.

PSG 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 Technical Services Manager is a senior campus infrastructure specialist responsible for providing client-side technical advice and assurance across the full project lifecycle for RMIT's hard asset infrastructure.

The role reviews, guides and provides technical oversight to project briefings, feasibility studies, schematic and detailed design, contract documentation, tender submissions, construction and commissioning activities to ensure alignment with RMIT's infrastructure strategy, Design Standards and sustainability objectives.

A key focus is optimising building services, building management systems, energy and carbon performance, and reducing operational risk, while supporting consultants and contractors to deliver safe, reliable and efficient campus infrastructure

Key Accountabilities

Provide specialist technical advice on campus infrastructure to ensure alignment with RMIT's hard asset infrastructure strategy, including energy efficiency, carbon reduction, reliability and risk remediation objectives.

- Contribute to project briefing by reviewing project briefs and defining campus infrastructure requirements, ensuring building services and technical systems are appropriately scoped from project inception.
- Review and endorse feasibility study reports relating to building services including assessment of options, whole of life implications and alignment with RMIT's strategic priorities.
- Review and endorse departures/variations from RMIT's Design Standards relating to campus infrastructure, providing clear recommendations and risk assessments to inform decision-making.
- Assist and guide consultants in understanding and applying RMIT's infrastructure strategy and Design Standards across all project phases, acting as a trusted technical advisor.
- Provide technical input during schematic design, design development and contract documentation phases, reviewing design reports, drawings and specifications to ensure compliance, maintainability, BMS integration, metering, and operational performance requirements.
- Provide advice during the tendering phase on tender qualifications and technical queries relating to campus infrastructure, supporting the selection of solutions that meet RMIT's quality, sustainability and operational needs.
- During construction, review and endorse design changes and value management proposals relating to campus infrastructure, and review shop drawings and other technical submittals as required.
- Review BMS design documentation (including functional descriptions, schedules, network architectures, wiring diagrams, alarming strategies and interfaces with legacy systems) to ensure appropriate visibility, control, sub-metering and integration with campus standards.
- Undertake periodic site inspections during construction to observe campus infrastructure installation, identify issues relating to build quality, safety and maintainability, and provide clear technical feedback to project teams.
- Participate in the commissioning phase by attending witness testing of campus infrastructure and reviewing and endorsing contractor commissioning reports (following consultant review) to confirm performance against design intent and operational requirements.
- Support practical completion and handover by providing technical input to handover documentation, asset data requirements, and maintenance access needs, ensuring a smooth transition to operations and ongoing maintainability.
- Provide advice, as required, on RMIT's Design Standards and campus infrastructure requirements to internal stakeholders, promoting consistency, continuous improvement and best practice in building services and technical systems.

Key Selection Criteria

Essential:

1. Demonstrated experience in building services and campus or estates infrastructure, providing client-side technical advice across the full project lifecycle (project briefing, feasibility, design, documentation, tendering, construction, commissioning, practical completion and handover).
2. Proven ability to review and endorse feasibility studies, design reports, drawings and specifications for mechanical, electrical and related building services, with a strong focus on safety, compliance, service continuity maintainability and excellent operational performance.
3. Experience applying and interpreting organisational design standards or technical guidelines, including assessing and advising on departures/variations, and guiding consultants and contractors to achieve consistent outcomes.
4. Strong knowledge of BMS and building services controls, including strategy development, system architecture, alarming, sub metering and integration with existing/legacy systems.
5. Demonstrated understanding of energy efficiency, embedded and operational carbon in the built environment, and the ability to identify strategic infrastructure changes that reduce energy cost, carbon impact and operational risk.
6. Experience undertaking site inspections during construction and commissioning, identifying technical risks and issues, and providing clear, evidence-based recommendations to project teams and senior stakeholders.
7. Well-developed communication, stakeholder engagement and influencing skills, with the ability to work collaboratively with consultants, contractors and internal stakeholders in a complex organisational environment.

Desirable:

1. Experience working within a higher education, large campus, health, or similarly complex multi-building estate environment.
2. Familiarity with asset management, lifecycle planning and maintenance strategies for hard services infrastructure in a client-side property or estates context.

Qualifications

A relevant tertiary qualification in engineering (mechanical, electrical, building services or an equivalent discipline) and/or extensive experience in technical services or building services management within a large, complex estate.

Professional membership of a relevant engineering or building services body (e.g. Engineers Australia, AIRAH, FMA Australia or equivalent) is desirable.

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.