



Position Description – Associate Director, Capital Works

Position Details

Position Title: Minor Works Project Manager

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

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

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

Employment Type: Continuing

Reporting Line: Minor Works Service Lead

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 has approximately 75 staff and has responsibility for the operation, maintenance, utilisation and enhancement of buildings owned and leased by RMIT University. Property Services oversees construction projects and ensures the provision of physical facilities services. The Group has an operating budget in excess of \$75m and current capital projects are significant. RMIT's built environment involves approximately 124 buildings spread across all of RMIT's campuses and sites. The capital stock of the University is diverse and valued at approximately \$2 billion and includes heritage and other classifications.

Property Services (PSG) consists of the following areas:

- Property Operations
- Campus Strategy and Management
- Strategic Programming
- Capital Works & Development
- Facilities and Asset Management
- Commercial and Leasing

Position Summary

The Project Manager (Minor Works) is responsible for the delivery of complex and bespoke Minor Works projects (Tier 2) within the Minor Works function.

These works are typically multi-disciplinary, higher-risk and stakeholder-sensitive, and require structured project management, while remaining within defined Minor Works scope, value and governance thresholds.

The role:

- Leads the end-to-end delivery of assigned Minor Works projects, from scoping through to completion
- Applies project management methodology proportionate to scale and risk, ensuring efficient and fit-for-purpose delivery
- Manages stakeholders, consultants and contractors to achieve time, cost, quality and safety outcomes
- Works within the Minor Works operating model, escalating projects that exceed defined thresholds to the Capital Development Program (CDP)
- Supports the Minor Works Service Lead in maintaining clear boundaries between service delivery and capital delivery

The Project Manager is a delivery-focused role, accountable for successful project outcomes, and does not hold responsibility for enterprise-level demand management or service governance.

Key Accountabilities

Project Delivery (Tier 2 Minor Works)

- Deliver assigned complex/bespoke Minor Works projects from initiation through to completion
- Ensure all stages of projects are planned, resourced, tracked and delivered within agreed timeframes, budgets and KPIs
- Apply appropriate project management processes, ensuring governance is proportionate to project scale and complexity

Stakeholder Management

- Develop strong relationships with internal stakeholders to define clear project scope and requirements
- Provide regular project updates, managing expectations and maintaining stakeholder confidence
- Communicate constraints, risks, timelines and trade-offs clearly and professionally

Consultant and Contractor Management

- Engage and manage external consultants, contractors and suppliers to deliver works
- Coordinate multi-disciplinary teams to achieve integrated project outcomes
- Ensure procurement, tendering and contract management processes are conducted in accordance with RMIT policies and probity requirements

Risk, Scope and Quality Management

- Identify, assess and manage project risks, maintaining a risk register and implementing mitigation strategies
- Ensure projects remain within Minor Works scope, complexity and value thresholds, escalating where required
- Monitor quality of design and construction outputs and ensure works are delivered in accordance with agreed standards and brief

Financial Management

- Manage and monitor project budgets, including forecasting, tracking and reporting of costs
- Ensure projects are delivered within approved financial parameters
- Support accurate financial reporting, including input into capitalisation where applicable

Project Governance and Compliance

- Deliver projects in accordance with RMIT policies, procedures and governance frameworks
- Ensure compliance with relevant legislation, including safety, building regulations and environmental standards
- Apply Gateway (or equivalent) processes as appropriate to project scale

Continuous Improvement

- Identify opportunities to improve Minor Works processes and delivery efficiency
- Contribute insights to the Minor Works Service Lead to support ongoing development of the Minor Works operating model

Selection Criteria

- Demonstrated experience delivering multiple construction or fit-out projects concurrently within a complex organisation
- Proven ability to manage project delivery to time, cost and quality objectives, including contractor and consultant management
- Strong stakeholder engagement skills, with the ability to manage expectations and communicate clearly across diverse groups

- Experience in applying practical, fit-for-purpose project management approaches, scaled to project size and complexity
- Demonstrated ability to identify and manage project risks and resolve issues in a proactive and pragmatic manner
- Experience in financial management of projects, including budgeting, cost control and reporting
- Strong analytical and problem-solving capability, with the ability to manage competing priorities
- Knowledge of relevant property, construction and regulatory requirements (e.g. BCA, OH&S, building regulations)
- Ability to work within a defined governance framework, including recognising when to escalate to senior management or CDP

Qualifications

Relevant tertiary qualifications in Engineering, Project Management, Built Environment, Business or a related discipline, or equivalent experience.