



## Position Description – Project Manager

### Position Details

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<b>Position Title:</b>	Project Manager
<b>Position Number:</b>	<Insert Position Number>
<b>College/Portfolio:</b>	Operations
<b>School/Group:</b>	Property Services
<b>Campus Location:</b>	Based at the City 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>	Continuing
<b>Time Fraction:</b>	1.0

### RMIT University

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RMIT is a leading multi-sector university of technology, design and enterprise with more than 91,000 students and 11,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

Our purpose is to offer life-changing experiences for our students, and to help shape the world with research, innovation, teaching and industry engagement. With strong industry connections forged over 130 years, collaboration with industry remains integral to RMIT's leadership in education, applied and innovative research, and to the development of highly skilled, globally-focused graduates.

With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

We are also committed to redefining our relationship in working with and supporting Aboriginal 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.

We're proud to share with you:

- The launch of our second [Reconciliation Plan for Dhumbah Goorowa– a “commitment to share” - an important step in our reconciliation journey.](#)
- RMIT University is an **Athena SWAN** member with Bronze Award accreditation and the College of Science, Engineering and Health is central to driving improvements in gender equality, diversity and inclusion, particularly in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines.
- RMIT was placed **10th in the 2019 Randstad Employer Brand Research Awards**, up five spots from 2018.
- We were named as an **Employer of Choice for Gender Equality** by the Workplace Gender Equality Agency three years in a row!
- We achieved **Gold Employer status for LGBTIQ** inclusion in the Australian Workplace Equality Index (AWEI) in 2018, 2019 and 2020.
- We were recognised as a **top five employer in 2018 for workplace accessibility** by the Australian Network on Disability and awarded with **Disability Confident Recruiter Accreditation** in 2020.
- In 2020, RMIT University has become the first Australian institution to receive the **HR Excellence in Research Award**, recognized by the European Commission.

### RMIT Standings in university rankings

We are ranked **#1 in the world** for our efforts to reduce inequality in the Times Higher Education (THE) Impact Rankings 2020.

RMIT has a deep commitment to innovation, research and teaching, we are a 5-Star university under the QS Stars international evaluation system and are **223rd globally in QS World University Rankings 2021** (moved up 15 places compared to 238th last year), being also 18th in the world among universities less than 50 years old (2014 QS Top 50 Under 50 index). Additionally:

- In the 2020 QS World University Rankings by Subject, RMIT was positioned 11th in the world (highest ranked in Australia) in Art and Design, 22nd in the world (fourth highest in Australia) in Architecture and the Built Environment, and 37th in Media and Communications. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).
- In the 2020 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and Media Studies. The 2018 Shanghai Ranking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.
- In the specialised rankings, RMIT is ranked 77th in the QS Graduate Employability Rankings 2020 and 82nd in the inaugural Times Higher Education University Impact Rankings 2019.
- RMIT has moved up 51 places in the 2021 Times Higher Education World University Rankings, strengthening its reputation as a leading global university. The University has leapt more than 150 places since 2015 and is now ranked in the **top 301-350 band**.
- RMIT continued its strong performance in the 2020 CWTS Leiden Ranking, which ranks the world's top research-intensive universities, moving up 21 places to be ranked **293rd globally** on proportion of international publications, and **ranking 225th** on proportion of top 5% publications, up 120 places from 2019.

For more information, visit [www.rmit.edu.au/about](http://www.rmit.edu.au/about)

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### College/Portfolio/Group

Property Services Group 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.

Property Services has approximately 100 staff and 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.

The group has an operating budget in excess of \$80M and prospective capital projects over \$50M per annum for the next few years in Melbourne and Vietnam. RMIT's built environment involves approximately 110 buildings in Melbourne spread across RMIT's campuses and sites..

Property Services consists of the following branches:

- Facilities and Asset Management (including Security)
- Capital Works
- Campus Planning and Services (including Timetable Service)
- Reporting and Compliance

## **Position Summary**

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The position of Project Manager is responsible for leading the delivery of assigned capital works projects. This position involves the consultation with internal staff to deliver capital works projects and the engagement and direction of external project teams as required.

The Project Manager is to take a leadership role in managing project risks and ensuring all projects meet financial, performance quality, safety and environmental objectives.

This position will require a high level of communication, liaison, negotiation and organisational skills together with a strong commercial acumen.

## **Reporting Line**

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Reports to: Associate Director, Capital Works

Direct reports: Nil

## **Organisational Accountabilities**

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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**

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- Develop strong stakeholder relationships to fully identify and confirm the scope of projects and maintain continued stakeholder commitment and confidence throughout the project lifecycle through regular and effective communication.
- Accountable for the successful delivery of assigned projects with responsibility for ensuring all stages of the projects are resourced, budgeted, tracked and reported within set timeframes and appropriate KPI's.
- Management of internal staff and external consultancy teams as required to deliver projects.
- Prepare high level reports on feasibility, schematic design and design development stages for presentation to various stakeholders and committees.
- Manage, forecast, monitor, control and report on project costing's throughout the life of the project / program. Upon completion of projects, analyse and report on actual costs against approved costs to ensure there is no over-expenditure in project/program costs.
- Lead multi-disciplinary project teams to achieve optimum results ensuring all projects meet performance quality, safety and environmental objectives.
- Proactively identify risks, analyse the impacts and implement strategies and contingencies to manage risks via the development and maintenance of a risk register.
- Manage and negotiate tender processes in accordance with RMIT policies and probity requirements.
- Manage the efficient and cost effective completion of assigned projects using Gateway Project Management Process during formulation, design, construction and commissioning phases. Identify and develop process continuous improvement opportunities.

- Ensure that all project work meets acceptable standards of quality and professionalism and are completed in accordance with the brief by;
  - Assessing and approving detailed construction plans submitted by contractors;
  - Monitoring all major project activities throughout the life of the projects;
  - Undertaking regular inspections of work in progress;
  - Instructing corrective action where appropriate;
  - Overseeing the administration of contracts.

**Key Selection Criteria**

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1. Experience managing capital projects delivered successfully by a diverse project team in a commercial / complex environment.
2. Experience in engaging, managing and motivating a diverse team of internal stakeholders, consultants and contractors.
3. Experience coordinating and implementing strategic projects by utilising effective management principles of planning, resource allocation, communication, formalised documentation, implementation, negotiation, evaluation and reporting.
4. Skill, knowledge and ability to deliver projects to time / quality / cost parameters.
5. Ability to successfully conduct complex negotiations, manage contracts and effectively communicate with clients, consultants, authorities and other project related bodies.
6. Experience in financial management of program / project budgets, understanding of capital expenditure and accounting principles and ability to interpret financial information and present in a clear and concise format.
7. Highly developed interpersonal and communication skills and demonstrated experience producing comprehensive recommendations, project and implementation plans, briefing papers and reports.
8. Proven ability to analyse complex problems, identify critical issues and develop strategies for delivering solutions.
9. Comprehensive knowledge of property management and regulatory requirements in the building industry (including Building Code of Australia, Victorian Building Regulations, WorkCover and OH&S).

**Qualifications**

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- Relevant tertiary qualification or certificate, together with relevant industry experience.

<b>Endorsed</b>	Signature:  Name: Louise Tozer Title: Associate Director, Capital Works Date:	<b>Approved</b>	Signature:  Name: Chris Hewison Title: Executive Director, Property Services Date:
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