Faculty of Architecture, Building and Planning

Design Technology Coordinator

POSITION NO 0046150

CLASSIFICATION UOM 8


SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full-time

BASIS OF EMPLOYMENT Continuing

OTHER BENEFITS http://about.unimelb.edu.au/careers/working/benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.

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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
Position Summary

The Design Technology Coordinator is responsible for the oversight, coordination, and implementation of current and future technology requirements for the students and academic staff of the Faculty of Architecture Building and Planning.

Reporting to the Manager, Strategic Infrastructure and Innovation, the role contributes to the Faculty’s vision to produce researchers, graduates, practitioners, and thinkers at the leading edge of their fields through the provision and support of technology requirements.

This position will work across the Faculty to lead, oversee, and implement the current and future technology requirements of the students and academic staff of the Faculty. Working collaboratively with others, this position will translate this knowledge into strategies, systems, and procedures to deliver technology needs and develop strategies and processes to improve and enhance capacities and delivery of IT services, with the technical support of Business Service, University Services. The role will also oversee the service level provided by Business Services to the Faculty ensuring operational services are delivered effectively.

Success in this role is reliant upon building strong professional relationships and networks across the Faculty student body, staff, University more broadly and industry, as well as a deep understanding of the Built Environment disciplines, research culture, and pedagogical processes and how technology interfaces with these. The successful applicant may be from a relevant background in an IT related field or a built environment discipline with evidence of broad IT knowledge and capability.

1. Key Responsibilities

1.1 INNOVATION AND IMPROVEMENT

- In collaboration with the Assistant Dean Technology (AD IT) and the Manager, Strategic Infrastructure and Innovation, lead the development of strategies and processes to improve and enhance technology systems, capacity and provision within the Faculty.
- Support and provide advice to the Manager, Strategic Infrastructure and Innovation, regarding the technology requirements for the future campus at Fishermans Bend, dedicated to large scale applied research and innovation.
- Provide advice to Faculty executive on strategic and business objectives relating to technology.
- In collaboration with the AD IT and the Manager, Strategic Infrastructure and Innovation, coordinate the development and maintenance of a faculty specific Technology strategic plan to support Teaching, Learning and Research activities.
- Design and implement a Faculty specific Technology procurement plan. Provide oversight and specification of hardware, software, and technical requirements for new equipment.
- In collaboration with University Services, oversee the development and maintenance of IT systems with a particular focus on the computer lifecycle program.

1.2 LEADERSHIP AND COLLABORATION

- Oversee the technology systems for the Faculty of Architecture, Building and Planning.
In partnership with the AD IT, and the Manager, Strategic Infrastructure and Innovation, lead the development of a strong, supportive Faculty technology culture and ensure the provision of positive support and expertise to ABP academic staff and students.

Active participation in the Faculty’s Student Forum and organize regular meetings with key stakeholders from Faculty and within the University to determine current and future technology needs.

Work in partnership with the Manager, Strategic Infrastructure and Innovation and, AD IT to develop strategies and processes to improve and enhance capacities and delivery of IT services for teaching, learning and research.

Establish and maintain strong professional networks with colleagues across the University and industry to identify relevant technological initiatives for the Faculty and actively contribute to Faculty management groups and Faculty leadership.

Lead the delivery of key IT projects and opportunities, with technical support provided by Business Services.

1.3 OPERATIONAL ACTIVITIES AND SERVICE QUALITY

Support the AD IT to provide high quality analysis and reporting on technology aligned with annual planning cycles, ad-hoc requests, and self-initiated strategic investigations. Monitor, analyse and report on regular bases regarding faculty-level IT impact performance to AD IT and Manager, Strategic Infrastructure and Innovation.

In consultation with ABP Finance, AD IT, Manager, Strategic Infrastructure and Innovation, and Business Services, develop and implement a long term, multiyear, technology procurement and budget strategy that encompasses software licensing, staff computing and student labs. to achieve a consistent annual technology budget.

Oversee the annual technology budget for the Faculty ensuring that the required technology procurement, such as the Staff Computing Asset Lifecycle Program and computer lab upgrades, are provided by Business Services in a timely and efficient manner to fulfil university procurement timelines and requirements.

In collaboration with Business Services (BS), document processes and procedures for IT software and hardware asset management and establish partnerships to ensure operational technology needs for the Faculty are met.

Oversee services standard provided by Business Services.

In collaboration with Manager, Strategic Infrastructure and Innovation and staff, support the specialised technology requirements for the Maker Spaces, including the Robotics Lab, Digital Fabrication Lab, Machine Workshop, New Experimental Technology Lab, and the Loans Desk.

Oversee IT requirements for specialist technology areas and equipment with technical support provided by BS.

1.4 RESPONSIBILITY AND COMPLIANCE

Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

1.5 ADDITIONAL DUTIES

As required by the Manager, Strategic Infrastructure and Innovation.
2. Selection Criteria

2.1 ESSENTIAL

- A relevant postgraduate qualification in IT related field or a built environment discipline with evidence of broad IT knowledge and capability; or an equivalent combination of relevant experience and/or education/training.
- Understanding of the Built Environment disciplines, research culture and teaching methods and the current and future technology trends in the disciplines.
- Demonstrated leadership and motivational skills including the ability to foster collaboration and engagement across diverse groups within a complex work environment.
- Proven competence in leading and delivering complex projects.
- High level analytical and problem-solving skills with the ability to deliver creative and productive solutions.
- Experience of working under pressure and to tight deadlines and demonstrated ability to prioritise workload and successfully work on multiple projects concurrently.
- Strong communication and influencing skills, including the ability to influence at senior level within and outside the organisation.
- Demonstrated teamwork skills and demonstrated capacity to work independently formulating new ideas and exercising sound judgement with a focus on the delivery of project outcomes in a timely manner.
- Excellent interpersonal, written, and verbal communication skills including the ability to draft communications and reports, and able to convey complex information in a manner that is clear, concise, and accessible to a broad audience.
- Broad management skills including project management, financial management and change management experience, including ability to see projects through to completion to ensure realisation of benefits.

2.2 DESIRABLE

- A demonstrated knowledge of and familiarly with digital fabrication and digital prototyping equipment including laser cutters, 3d printers, CNC routers, robotics, virtual reality, and augmented reality.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will have a high level of independent authority, while regularly reporting to the Manager, Strategic Infrastructure and Innovation and collaborating with the Assistant Dean (IT) and faculty leadership team as well as other colleagues within the Faculty and across the University.

The incumbent is responsible for managing his or her own workload and priorities in consultation with the Manager, Strategic Infrastructure and Innovation. The staff member is expected to be proactive and demonstrate initiative in working with colleagues and stakeholders, especially in creating and maintaining good working relationships.
3.2 PROBLEM SOLVING AND JUDGEMENT

A high degree of professional judgement is required with the essential ability to exercise well developed analytical, investigative, and reporting skills to achieve agreed objectives. The incumbent is expected to analyse problems and recommend solutions, which may require the development and introduction of new policies and procedures, as well as the development of new systems to improve processes. The incumbent works within the broad framework of University and Faculty policy and is expected to resolve problems and provide creative solutions relating to the faculty’s technology needs and functions.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The role requires sound knowledge of IT systems and approaches. The incumbent will also have the capacity to quickly establish a sound understanding of the strategic technology requirements of the ABP Faculty, the University of Melbourne as well as the scope and nature of emerging trends in IT and technology relation to fields within the ABP Faculty.

3.4 RESOURCE MANAGEMENT

The appointee is required to efficiently manage financial, time and infrastructure resources. The ability to prioritise competing demands for resources and to meet clear deadlines for completion is critical.

3.5 BREADTH OF THE POSITION

This position is expected to develop strong relationships in both the ABP Academic and Professional staff, as well as with University Services and other relevant University areas that impact the delivery of IT and technology needs to the ABP Faculty. The position requires the incumbent to work with a broad range of issues relevant to achieving and measuring technology goals across the Faculty.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification, and victimisation. The University makes decisions on employment, promotion, and reward, based on merit.

The University is committed to all aspects of equal opportunity, diversity, and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers, and visitors with a safe, respectful, and rewarding environment free from all forms of unlawful discrimination, harassment, vilification, and victimisation. This commitment is set out in the University’s People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create
an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 BUDGET DIVISION

The Faculty of Architecture, Building and Planning is the leading educational and research institution in the Asia-Pacific region addressing the design and realisation of inhabited environments. The Faculty actively seeks to extend the linkages between education, research, and practice in the built environment, and maintains excellent and extensive relationships with members of the built environment professions, government, professional associations, and the wider community.

The Faculty has nearly 200 staff and approximately 3000 students, one third of whom are international. It is responsible for the University’s undergraduate Bachelor of Design degree, and offers majors in architecture, landscape architecture, property, construction, and urban planning.

The Faculty’s graduate school, the Melbourne School of Design teaches accredited masters courses across the professional disciplines of Architecture, Construction Management, Landscape Architecture, Property, Urban Design and Urban Planning.

The MSD is distinctive from its competitors in its aim to inspire learning through interdisciplinary reflection, and its integration of research, teaching, and practice around the implications of all forms of urbanisation. With opportunities to engage in advanced studio and seminar-based learning and research, MSD students develop new perspectives, critical reflection, and modes of action to address the environmental, social, and aesthetic challenges in producing sustainable centres of habitation, locally and internationally. Students take part in field trips which examine the global context of habitable environments.

The Faculty has an international reputation for excellence in research and research training and is a leader in built environment and urban research. Faculty staff are actively engaged in collaborations and partnerships both locally and globally, to produce research that responds to major social, economic, and environmental challenges, as well as fundamental research into the built environment in Australia and the Asian region. Researchers address key issues, such as mitigation of natural disasters, climate change, sustainability, the future of cities, population growth and urban density; leading debate in many of these areas. The Faculty also contributes definitive knowledge and understanding of the history, conservation, and heritage of the built and natural environment, built environment practice
and management, urban morphology, and design research. The Faculty draws its research strength in part from its capacity to work in the multidisciplinary frame of its various built environment disciplines, as well as with colleagues in health, engineering, education, history, and social sciences.

Through the MSD, we provide the highest quality research training environment, attracting the best and brightest future researchers from around the world. PhD and MPhil students have access to innovative professional development programs and generous funding support, along with excellent facilities and resources. MSD’s PhD and MPhil graduates are well-rounded professionals, critical thinkers, and future research leaders.

The Faculty has built strong research foundations by valuing and developing its people, rewarding excellence, and fostering a culture of enquiry, creativity, and outstanding scholarship.

More information about ABP / MSD can be found at: http://msd.unimelb.edu.au

6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes, and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers.

6.3 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse, and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a
modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at http://www.unimelb.edu.au/governance