# Research Communications Coordinator – LEaRN

<table>
<thead>
<tr>
<th>POSITION NAME</th>
<th>Research Communications Coordinator - LEaRN</th>
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<tbody>
<tr>
<td>CLASSIFICATION</td>
<td>Professional Staff Level 5</td>
</tr>
<tr>
<td>SALARY</td>
<td>Casual $51.95 per hour (UoM 5.1)</td>
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<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 11%</td>
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<tr>
<td>WORKING HOURS</td>
<td>0.3 FTE or 11 hours per week, with scope for increasing the time commitment for short periods (such as around events)</td>
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<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Casual</td>
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<tr>
<td>OTHER BENEFITS</td>
<td><a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a></td>
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<tr>
<td>HOW TO APPLY</td>
<td>Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.</td>
</tr>
<tr>
<td>CONTACT FOR ENQUIRIES</td>
<td>A/Prof Ben Cleveland</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:benjamin.cleveland@unimelb.edu.au">benjamin.cleveland@unimelb.edu.au</a></td>
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*Please do not send your application to this contact*

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

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

ABP’s Commitment to Diversity and Inclusion

The Faculty of Architecture, Building and Planning (ABP) is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognize that diversity is essential in contributing to the success of our Faculty. Aboriginal and Torres Strait Islanders, the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

Position Summary

The Faculty of Architecture Building and Planning (ABP) and the Faculty of Education (FoE) are seeking a Research Communications Coordinator – LEaRN who will support the communications of the research activities and findings of the LEaRN group to broad audiences, and the planning and delivery of workshops and events.

The role requires an organised, self-directed, creative individual with skills in communications, website development, and event management. An interest in communicating research related to learning environments research is desirable.

For administration purposes the position will be based within the Faculty of Architecture, Building and Planning. However, the role is equally situated within the collaborative LEaRN group. This is comprised of LEaRN@ABP, LEaRN@FoE, and LEaRN@ECU (Edith Cowan University). To comply with university regulations the role will report to LEaRN Co-Director A/Prof Ben Cleveland. He will act as the representative of the three LEaRN hubs.
The successful applicant will work closely with the academic and professional staff of LEaRN to support delivery of their research communications strategies:

- Maintain the LEaRN website, in collaboration with the ABP, FoE, and ECU marketing teams.
- Use social media to communicate research activity, events, and findings to broad audiences in coordination with the ABP, FoE, and ECU marketing teams (e.g., LinkedIn and Twitter).
- Help to deliver the program of LEaRN events, conferences, and symposia, including managing the planning and coordination of the annual Talking Spaces/LEaRN Week event.
- Coordinate the publication of the quarterly LEaRN Newsletter.
- Support administrative operations of the LEaRN group.
- Help with developing multi-media and video communications.
- Other associated administration tasks.

Additionally, the role will involve:

- Collating past publications of current and past LEaRN academics and research higher degree students for entering in Minerva (in collaboration with the ABP, FoE, and where appropriate the ECU research teams).
- Linking the LEaRN website to Minerva to offer ready access to research publications.
- Tracking research outputs across the LEaRN group.
- Developing and keeping digital file storage and sharing systems.
- Keeping minutes of LEaRN governance and related meetings.

**About LEaRN**

The Learning Environments Applied Research Network (LEaRN) is a multi-disciplinary research group supported by the founding faculties of (1) Architecture, Building and Planning (ABP), (2) the Faculty of Education (FoE), and most recently the newly formed LEaRN hub situated at Edith Cowan University (ECU).

LEaRN is a network of academia, practitioners, industry, and government agencies in Australia and overseas exploring the influence of the designed environment on teaching and learning. As a research network, LEaRN operates in collaboration with partners across a range of sectors including education, architecture, design, health, furniture, ICT, and government. The network aims to provide an intellectual space to focus on the relationships between space and learning across all educational environments, including schools, early years’ settings, tertiary education environments, and workplaces. Communicating LEaRN’s research to non-academics is a critical element of the engagement approach.

- Find out more about LEaRN here.
- Over the past 10+ years, LEaRN’s annual Talking Spaces event has become a pivotal moment for sharing emerging research and practice related to innovative learning environments.
- Find out more about Talking Spaces here.
Selection Criteria

1.1 ESSENTIAL

- Website development / maintenance skills.
- Event planning and delivery skills.
- Skills in written communication across a range of media, social media, and academic frameworks, for varied audiences.
- Good visual representation skills, such as the synthesis of complex ideas into clear diagrams.
- Demonstrated ability to work collaboratively and flexibly, both in a team and independently, within a dynamic environment.
- Demonstrated ability to communicate effectively with both academic and professional staff within the University and externally, and the public.
- Relevant computer skills including Word, Excel, PowerPoint, InDesign and desktop / web publishing and file / database creation and management.

1.2 DESIRABLE

- An undergraduate degree, or near completion of a degree, in graphic communications, event management, or related field.
- Experience in managing websites at The University of Melbourne.
- Highly developed interpersonal communication skills (both written and verbal).
- Demonstrated research communication skills across a range of media, social media, and academic frameworks, for varied audiences.
- Demonstrated ability to work with a reasonable level of independence.
- Interest in current research in the field of learning environments within the university and at a national and international level.

2. Other Information

2.1 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
2.2 FACULTY OF ARCHITECTURE, BUILDING AND PLANNING

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. It 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 over 200 staff and 3000 students, one third of whom are international. It is responsible for the 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 (MSD), 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 environmental 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 can 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. Our researchers address key issues, such as mitigation of natural disasters, climate change, sustainability, the future of cities, population growth and urban density. We lead debate in many of these areas. We also contribute 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 in our disciplines 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. Our PhD and MPhil graduates are well-rounded professionals, critical thinkers and future research leaders.

We have built strong research foundations by valuing and developing our people, rewarding excellence, and fostering a culture of enquiry, creativity and outstanding scholarship.

More information about ABP / MSD can be found at: https://msd.unimelb.edu.au/
2.3 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.

2.4 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 on the basis of 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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.
2.5 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 https://about.unimelb.edu.au/strategy/governance

3. 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:

https://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.