POSITION DESCRIPTION

The University of Melbourne 
(logo)

Faculty of Architecture, Building and Planning

Learning Environments Applied Research Network (LEaRN)

*Designing Learning Spaces for Diversity, Inclusion and Participation ARC Linkage Project*

Project Manager – Designing Learning Spaces for Diversity, Inclusion, and Participation ARC Linkage Project

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| Position No | 0063090 |
| Classification | Project Manager |
| Salary | UOM Level 6 $96,459 - $104,413 p.a. (pro rata for part-time) |
| Superannuation | Employer contribution of 17% |
| WORKING HOURS | Part-time 0.6 FTE |
| BASIS OF EMPLOYMENT | Fixed-term position until 1 May 2027 |
| Other Benefits | <https://about.unimelb.edu.au/careers/staff-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. |
| contact For enquiries only | A/Prof Benjamin Cleveland Tel +61 3 90353757 benjamin.cleveland@unimelb.edu.au  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](https://about.unimelb.edu.au/careers)

Position Context

# Learning Environments Applied Research Network

The *Learning Environments Applied Research Network* (LEaRN) is a multi-disciplinary research group supported by the Faculty of Architecture, Building and Planning and Faculty of Education at the University in Melbourne and the School of Education at Edith Cowan University.

LEaRN is a network of academia, practitioners, industry, and government agencies in Australia and overseas exploring the intersections between teaching and learning and the built environment. As a research network, LEaRN collaborates with partners across various sectors, including education, architecture, health, design, furniture, ICT, and government and private school systems. The network aims to provide an intellectual space to focus on the relationships between pedagogy and space across all educational environments, from early years’ settings through to schools, tertiary environments and the workplace. Communicating LEaRN’s research to non-academics is critical to the group’s engagement approach.

[Find out more about LEaRN here](https://sites.research.unimelb.edu.au/learn-network).

Since 2009, LEaRN has completed five Australian Research Council (ARC) Linkage Projects. A sixth ARC Linkage Project, Designing Learning Spaces for Diversity, Inclusion, and Participation is the focus of this position description.

# Designing Learning Spaces for Diversity, Inclusion and Participation ARC Linkage Project

The *Designing Learning Spaces for Diversity, Inclusion, and Participation* ARC Linkage Project investigates how to design schools to make it easier for students with disabilities to participate. This research considers school design related to three core principles: **diversity**, which acknowledges and appreciates human heterogeneity; **inclusion**, which argues for equitable access to education and the built environment; and **participation**, which offers an evaluative lens to assessing students’ ability to access and participate meaningfully in learning and the life of their school.

Project objectives (O) include:

1. Investigating lived experiences of students with disability and the people around them in school environments to identify barriers to and enablers of participation.
2. Determining the indoor environmental quality (acoustics, lighting, air quality, thermal comfort) requirements of students with disabilities, particularly for those with sensory needs.
3. Evaluating school facilities to determine what’s working/not working for students with disability and identify opportunities for infrastructure improvement.
4. Determining means of effectively communicating the insights gained from the research to policymakers, architects, and other stakeholders involved in school design.

[Associate Professor Ben Cleveland](https://findanexpert.unimelb.edu.au/profile/63933-ben-cleveland#:~:text=Dr%20Ben%20Cleveland%20is%20an,Applied%20Research%20Network%20(LEaRN).), the Lead Chief Investigator (CI) will guide the research along with eight other CIs: Professors [Christine Imms](https://findanexpert.unimelb.edu.au/profile/869257-christine-imms), [Lorraine Graham](https://findanexpert.unimelb.edu.au/profile/682486-lorraine-graham), [Janet Clinton](https://findanexpert.unimelb.edu.au/profile/415161-janet-clinton) and [Paul Loh](https://bond.edu.au/profile/paul-loh); Associate Professors [Wesley Imms](https://findanexpert.unimelb.edu.au/profile/5653-wesley-imms), [Christhina Candido](https://findanexpert.unimelb.edu.au/profile/876261-christhina-candido) and [Kate Tregloan](https://findanexpert.unimelb.edu.au/profile/191414-kate-tregloan); and [Dr Ruth Aston](https://findanexpert.unimelb.edu.au/profile/475453-ruth-aston). A Project Manager (0.6 FTE), Research Manager (0.4 FTE), two Research Fellows (each 0.5 FTE), and several Research Assistants will support the research program.

Position Summary

A Project Manager (0.6 FTE) is needed to provide administrative management support to the CIs in delivering this multi-stranded project to ensure its objectives are met. This key administrative and communications role requires an organised, self-directed individual with experience managing complex projects. The successful applicant will work under the guidance of Lead CI Cleveland and work closely with the Research Manager and wider project team.

The role will be responsible for project planning and coordination, including implementing a range of strategies for coordinating project staff, stakeholder engagement, and communicating and disseminating project outputs. The role will also assist with budget planning, tracking expenditures, contracts and agreements, and coordinating events. The position will work collaboratively with all members of the project team and will build links with participating university faculties and research infrastructure.

An integral aspect of the role will be managing communications internally and externally across the project team, with stakeholders and professionals in built environment, education, and health communities. Communications management will include working with LEaRN’s Research Communications Coordinator to develop and maintain a website for this project and leverage social media channels such as LinkedIn.

The role is in the Faculty of Architecture, Building and Planning at the University of Melbourne’s (UoM) Parkville Campus.

# Key Responsibilities

The position will be responsible for administrative management and coordination of the ARC Linkage project. The successful candidate will perform various interrelated tasks to support achieving high-level project outcomes.

* Provide administrative management support to the project, including supporting the Lead Chief Investigator to ensure the project's objectives are met.
* Develop an overall project plan with timeframes and prepare project documentation (e.g., implementation plan) with support and input from the Lead CI, additional CIs, Research Manager, and Research Fellows.
* Identify key responsibilities and milestones with input from the Lead CI, additional CIs, and Research Manager.
* Manage the scheduling, organisation and administration of project meetings and events, including setting dates, inviting attendees, preparing agendas, documenting minutes, and executing actions as required.
* Establish and maintain record management for all project activities in collaboration with the Research Manager, including all ethics documentation.
* Ensure all project data is securely managed and accessible to approved personnel.
* Develop an internal and external communication strategy with the Lead CI, additional CIs, Research Manager, and Research Fellows.
* Maintain the project's webpage and social media and coordinate the production of media and podcast/video materials by others.
* Work closely with the research team to plan and produce outreach material, including drafting, editing, production and coordinating graphic design.
* Receive and respond to enquiries about the project from stakeholders, internal or external to the project/University, referring issues as appropriate.
* Assist with budget planning and lead expenditure tracking, including liaising with relevant finance teams regarding the project’s income and expenditures across internal and external parties.
* Coordinate financial transactions, including processing credit card transactions, reimbursements, and invoices.
* Ensure timely development and coordination of twelve-monthly project reports to Partners, ARC Progress and End-of-year reports, and Final Reports (as required).
* Liaise with the Research Manager, who will coordinate field research activities; ethics approvals, compliance and reporting; self-publication of research outputs; and submissions to peer-reviewed journals/book publishers.

# Selection Criteria

Essential

* A relevant degree plus relevant project management experience.
* High-level planning and organisation skills, including the capacity to implement strategies developed by the project CIs, coordinate project team priorities and activities, and set and meet deadlines.
* Demonstrated capacity to manage research projects, including producing project planning and implementation documents and managing data.
* Administrative experience supporting a busy team and various stakeholder engagements, including organising and managing project meetings and events.
* Strong writing skills and the ability to prepare reports and other documents as required.
* Proven technical skills in multimedia communication related to the development of webpages, data visualisation, and publications.
* Demonstrated ability to manage/track financial transactions.
* Demonstrated ability to liaise professionally and positively with various stakeholders.

## Desirable

* Experience working with built environment, education, and health professionals.
* Experience within the University sector and academic research/engagement projects demonstrating the capacity to undertake high-level professional support of complex projects involving various industry and academic partners.

## other JOB-RELATED information

* This position requires the incumbent to hold a current and valid Working with Children Check.
* There may be an occasional need for flexible working hours of the standard part-time work pattern to meet urgent operational requirements. Time off in lieu would apply as per the University’s policies.
* The appointee may be required to co-ordinate the occasional event outside standard working hours. Time off in lieu would apply as per the University’s policies.

# Job Complexity, Skills, Knowledge

Level of Supervision / Independence

* The position will require working independently and collaboratively within established organisational guidelines towards agreed goals. This requires initiative in undertaking required tasks as identified. The role reports to the Lead Chief Investigator and works closely with them to set priorities.
* The Project Manager will be responsible for delegating to and overseeing the LEaRN Research Communications Coordinator’s work related to communicating the *Designing Learning Spaces for Diversity, Inclusion and Participation* ARC Linkage project’s events, news, and research outputs.

## Problem Solving and Judgement

* Individual problem-solving skills and independent judgement are required in:
* Prioritizing workloads, working to timelines/deadlines, and undertaking various activities simultaneously.
  + Exercising discretion in determining what matters require the direct attention of the Lead Chief Investigator and in dealing with external stakeholders.
  + Resolving issues that relate to supporting activities in the office.

## Professional and Organisational Knowledge

* The Project Manager requires knowledge of University and Faculty policies and procedures and how they interact. The incumbent should contribute to the project's effective and efficient operation by developing office processes and procedures.
* The role requires sound technical and professional expertise in supporting web presence, social media communication, and media materials production, as well as event coordination.

## Resource Management

* The Project Manager will be responsible for reconciliation of project expenditure in line with University policies and procedures.
* The position has no budget responsibilities but will be expected to support budgeting by providing up-to-date financial information.

## Breadth of the position

* The Project Manager role sits within the broader LEaRN research program. Managing the *Designing Learning Spaces for Diversity, Inclusion, and Participation* ARC Linkage Project remains the focus.
* The Project Manager communicates with various stakeholders, including the Faculty’s academic and administrative staff, staff from other units across the University, and people from external organisations.

# Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer 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 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.

# 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.

# Other Information

## 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>

## 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.

## 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>