

POSITION DESCRIPTION

Faculty of Engineering & Information Technology

Infrastructure Coordinator

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| Position No | 0063981 |
| Classification | UoM 6 |
| Salary | $96,459 - $104,413 (pro rata for part-time) |
| Superannuation | Employer contribution of 17% |
| WORKING HOURS | Full-time (1.0 FTE)  |
| BASIS OF EMPLOYMENT | Continuing |
| LOCATION DETAILS | The Faculty of Engineering and Information Technology (FEIT) is primarily located on the Parkville Campus. However, in the future as we move to a multi precinct model there may be a requirement to relocate either permanently or flexibly elsewhere including, but not limited to, Melbourne Connect, Heidelberg, Aitkenhead Centre for Medical Discoveries (ACMD), Fishermans Bend.This position may be required to travel and work across multiple locations. |
| 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. |
| contactFor enquiries only | Hari GomatamEmail hari.gomatam@unimelb.edu.auPlease 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)

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.

Position Summary

## About INFRASTRUCTURE OPERATIONS Services

The Infrastructure and Operations Services function delivers a range of services across infrastructure projects, facilities management, workshop services, student learning spaces and Telstra Creator Space. The function’s key objective is to manage the day to day facility services across the faculties technical and teaching and learning spaces, ensure the smooth transition into new facilities and the facilitation and support of academic and research activities within the FEIT.

## Role overview

The Infrastructure Coordinator is responsible for delivering project and facilities support for the FEIT research and teaching and learning environments. They will work collaboratively across a range of facilities services and programs and be the first point of contact for students.

The Infrastructure Coordinator will support the Infrastructure Projects Lead with facility requirements such as bookings, security access and maintenance. They will also work closely with project teams to facilitate the planning and preparation for the Faculty to transition into new research and teaching and learning environments and assist in operationalising these facilities.

This role reports directly to the Infrastructure Projects Lead.

# Key Responsibilities

* Deliver high quality professional support and services for Faculty research and teaching and learning environments to ensure the effective resolution of infrastructure and facility service issues.
* Establish clear and effective protocols and processes to support the operationalisation of new research and teaching and learning facilities.
* Assist facility users with general queries and provide handover duties post practicals to facilitate effective use of the facilities.
* Manage facility requirements including, but not limited to, maintenance, security access, room bookings and relocations to support effective use of the facilities.
* Develop and maintain Building User Guides for all new research and teaching and learning environments to enable safe use of the facilities.
* Support the delivery of small infrastructure projects, including research and teaching equipment and spaces as well as minor office renovations, to ensure projects are delivered on time, within budget and meet stakeholder requirements.
* Manage the selection and maintenance of the Faculty preferred equipment/ facilities maintenance contractor list to support effective use of the facilities.
* Coordinate cyclical maintenance of Faculty controlled plant, equipment, and vehicles in accordance with existing schedules and the Faculty’s Contractor Induction Management system to ensure safe use of the facilities and equipment.

# Selection Criteria

Essential

* A relevant degree and/or trade, or an equivalent combination of relevant experience and/or educational training.
* Demonstrated experience working within Facilities management to support projects within areas of infrastructure development and the cyclical maintenance requirements on plant and equipment.
* Demonstrated experience in the delivery of minor infrastructure projects where directly engaging multiple contractors.
* Strong interpersonal, written and verbal communication skills with the ability to work as part of a team, and independently.
* A customer service and continuous improvement mindset with experience maintaining high quality services to a range of customers.
* Demonstrated knowledge of Australian occupational health and safety legislation and laboratory regulatory and statutory requirements.
* Experience managing OHS requirements in multidisciplinary facilities.
* Current Victorian Drivers Licence
* Licence to perform high risk work, such as DG (Perform Dogging), LF (Forklift truck), CN (Non-slewing mobile crane), SB (Basic scaffolding)

## Desirable

* Cert IV Project Management qualification/ or currently studying towards.
* Experience in a construction trade environment.
* Experience in a tertiary education environment.
* Demonstrated experience in using electronic security systems.
* Experience working within a customer service industry.

## other job related information

* This position will require the incumbent to hold a current and valid Working with Children Check.
* Occasional work out of ordinary hours, travel, etc.

# Job Complexity, Skills, Knowledge

Level of Supervision / Independence

Works under general direction of the Infrastructure Project Lead.

## PROBLEM SOLVING AND JUDGEMENT

The role undertakes planning involving resources use and develops proposals for resource allocation.

## Professional and Organisational Knowledge

A relevant degree and/or trade, or an equivalent combination of relevant experience and/or educational training. The role requires understanding and application of the work area's existing policies, procedures, systems and processes and how they interact with other related functions, and to adapt those procedures and techniques as required to support use of facilities in a way that meets use needs and maximises utilisation of space.

## Resource Management

This role does not hold accountability for personnel or budgetary resources.

## Breadth of the position

This role performs a series of integrated tasks within the activity of infrastructure use planning and support. The tasks are similar in each instance but require application to related but different final outcomes.

# 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.

# 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

FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

The Faculty of Engineering and Information Technology (FEIT) has been the leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary Faculty organised into three key Schools; Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI). FEIT continues to attract top staff and students with a global reputation and has a commitment to knowledge for the betterment of society.

Organisation Unit

The role sits within the Infrastructure Team, who provide a range of services to the broader Faculty made up of the following functional areas:

Laboratory and Technical Services

Infrastructure Operations Services

Health Safety Wellbeing and Business Improvement

Workspace Services

Cultural Collection and Assets

<https://unimelbcloud.sharepoint.com/teams/feit-infrastructure-team>

## 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>