THE UNIVERSITY OF
MELBOURNE

Infrastructure Services
University Services

Coordinator, Spatial Data

POSITION NUMBER	0037098
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PCS 6 - $79,910 - $86,499 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Fixed term available for 12 months
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number. Indigenous applicants are encouraged to apply.
CONTACT FOR ENQUIRIES ONLY	Name Jade Germantis Tel +61 3 8344 0835 jadepg@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

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

Find out more about the University's strategy, 'Growing Esteem', at http://about.unimelb.edu.au/strategy-and-leadership

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

INFRASTRUCTURE SERVICES

Infrastructure Services delivers efficient, sustainable, competitive, innovative and safe campus facilities and information technology services.

<<Add team relevant information>>

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 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 deserve to service for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:

The position is integral to Space Management and provides coordination of spatial data workflow practices and computer based architectural documentation services.

The role works alongside specialist professional colleagues (from a diverse range of disciplines), contributing to the delivery of an integrated and evolving range of support services provided by Space Management.

Reporting line: Manager, Space Optimisation

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: 0

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Minimal

Judgement: Significant

Operational context: Located at the Parkville campus

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- **Oversight, process mapping and workflow coordination services across spatial data management practices, ensuring efficient delivery of spatial data deliverables.**

- **Identify and prepare written recommendations for process improvement and procedures.**

- **Produce analytics and report on spatial data workflow.**

- **Creation of, conversion, preparation and maintenance of Architectural master CAD drawings using REVIT & AutoCAD software in accordance with the University's CAD standards supporting the University's space management practices for use in other information systems;**

- **Manage the linking mechanism between the Archibus, SIS, REVIT and AutoCAD databases to create and maintain the architectural CAD information system.**

- **Liaise with space management staff, project managers, facilities managers, consultants and other supporting teams to ensure accurate REVIT & AutoCAD floor plans are reflected in all Spatial Data systems.**

- **Contribute to best-practice information management of spatial data systems, in accordance with industry standards, university policy and agreed procedures (this will involve complying with agreed methodologies and completing assigned activities for manipulating data on Meridian, Archibus, SISfm, Google Maps and other web-based open platform spatial mapping software).**

- **Work with colleagues when assessing complex technical and service problems and develop innovative solutions that best support user/client needs and current strategies**

Selection Criteria:

Education/Qualifications

1. The appointee will have:

   Tertiary qualifications in one of the areas of Architecture, Engineering, or equivalent combination of relevant experience and/or education/training

Knowledge and skills:

2. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.

3. Demonstrated experience in the design and/or maintenance of Architectural drawings and/or building services drawings

4. Demonstrated experience using industry-standard CAD software for the management of spatial data using **REVIT & AutoCAD.**

5. Extensive experience in computer-aided drafting and database applications and their integration;

6. High level of interpersonal skills and ability to provide expert technical advice to clients

Other job related information:

Occasional work out of ordinary hours and travel where required.