



## POSITION DESCRIPTION

### Australian Urban Research Infrastructure Network (AURIN)

## Director, AURIN

<b>POSITION NO</b>	0045248
<b>CLASSIFICATION</b>	Professor Level E (Academic Specialist)
<b>SALARY</b>	Level E \$187,654 p.a. Level D \$145,685, - \$160,500 p.a. Level of appointment is subject to experience
<b>SUPERANNUATION</b>	Employer contribution of up to 17%
<b>BASIS OF EMPLOYMENT</b>	Full-time (fixed-term) position to December 2019
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	Please DO NOT apply via University website To apply please upload your curriculum vitae and supporting covering letter at <a href="http://www.perrettlaver.com/candidates">http://www.perrettlaver.com/candidates</a> quoting 3499
<b>CONTACT FOR ENQUIRIES ONLY</b>	For further information and initial enquiries please contact the executive search firm Perrett Laver at <a href="mailto:martin.doppelt@perrettlaver.com">martin.doppelt@perrettlaver.com</a> or by +61 (0)2 8354 4020.

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<https://about.unimelb.edu.au/careers>

## ***Position Summary***

The Director is responsible for the provision of high-level leadership and strategic development and implementation of the Australian Urban Research Infrastructure Network (AURIN) initiative, a \$34m national research infrastructure initiative funded under the Federal Government's Super Science scheme that has been funded until June 2019. The infrastructure is increasingly used by all three levels of government with over 10% of users in this sector.

This project enhances our understanding of urban resources, their use and management so as to guide the analysis of urban issues and development of policy, in particular in the area of spatialized data. The capability is well positioned for the future with strong positioning in recent Commonwealth reviews including the 2016 National Research Infrastructure Roadmap and the 2016 Productivity Commission Inquiry into Data Availability and Use. The Director's primary goal will be to build on the strong reputation of this platform to promote a vision to secure funding and to manage the continued provision of a stable platform for future AURIN activities.

The Director plays a key leadership role, responsible for leading and coordinating all activities of AURIN. The Director work is closely with the Chair of the Management Board, and reports to the Lead Agent representative in the office of the Deputy Vice Chancellor Research on strategic matters and the Dean of the responsible division (the Faculty of Architecture, Building and Planning) on administrative matters.

In the next two years leadership will be pivotal as AURIN moves beyond its initial funding framework and seeks financial support into the future. The Director will ensure the system delivers robust and reliable service to the research community by overseeing the AURIN team and its providers and managing the implementation of the strategic and business plan, working with stakeholders and the community.

The position requires an individual with a demonstrated track record in urban research or understanding of collaborative urban research or e-research with the ability to appreciate the requirements of end-users and to ensure these are appropriately addressed. The Director will have the vision and capacity to consolidate the activities of AURIN into a strong and robust initiative that supports the government's intent.

## ***1. Key Responsibilities***

### **1.1 LEADERSHIP**

- ▶ Provide overall guidance and leadership to ensure the infrastructure is robust, appropriate to the user community and viable over the long-term, including through strategic liaison with stakeholders, co-investors and participants in AURIN
- ▶ Oversee the continued development of AURIN to ensure that it delivers infrastructure and other outcomes as specified in the Project Plan that are functional and viable over the long term and meet the needs of the built environment and urban research communities
- ▶ Identify and successfully secure new sources of funding and engage relevant parties to achieve priorities identified for the AURIN agenda
- ▶ Develop a work environment that fosters high achievement, collaboration, ethical practice and continuous improvement
- ▶ Demonstrate the ability to engender engagement, trust and respect from academics, researchers, professional staff and key stakeholders across a broad range of research areas and organisations.

- ▶ Contribute to leadership within the University of Melbourne; provide advice and guidance on relevant operational and strategic matters, regular reports to the Lead Agent on the performance and outcome of the project and its potential for engagement in other activities in the University

## 1.2 PLANNING AND POLICY

- ▶ Articulate and communicate a vision for AURIN and develop and implement strategies to meet existing milestones and consolidate the future of AURIN.
- ▶ Ensure that strategies to sustain the project are identified and pursued.
- ▶ Ensure the aim and strategies are acceptable to the relevant funding partners.

## 1.3 MANAGEMENT AND RESOURCING

- ▶ Lead and manage the AURIN Office and team
- ▶ Draft and submit annual business plan to the Management Board for approval, implement approved plans as appropriate and deliver against nominated Key Performance Indicators (KPIs)
- ▶ Manage the operations of AURIN in line with the business plans within the timelines assigned
- ▶ Ensure compliance with the AURIN Funding Agreements, Project Plans and University policies and procedures
- ▶ Establish and oversee project and risk management strategies
- ▶ Oversee business processes and financial management, including effective and professional tendering, negotiation and management of contracts
- ▶ Oversee the appointment of and supervise AURIN staff as appropriate, guiding professional development and encouraging staff in the delivery of excellence
- ▶ Serve as Ex-Officio member of the AURIN Management Board

## 1.4 RELATIONSHIPS

- ▶ Identify, develop and maintain strategic alliances with appropriate organisations.
- ▶ Maintain relationships and engage in consultation with key stakeholders and community to explore opportunities and secure support as appropriate to AURIN's strategy
- ▶ Develop and maintain an effective working relationship with the Management Board, in particular its Chair, and its sub committees, seeking guidance from these as appropriate.

## 1.5 COMMUNICATION

- ▶ Ensure an appropriate communications strategy is maintained and executed.
- ▶ Oversee the production of publications and reports to ensure appropriate and effective communication across all stakeholders and relevant parties, nationally and abroad, to facilitate the best outcome for the project.

## 1.6 OTHER

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

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ The Director will have an excellent leadership and management skills with demonstrated experience in a high-level management/executive role managing complex projects and building project teams to achieve successful outcomes, with a particular focus on technical and/or data engaged projects.
- ▶ A background in urban research or e-research and a technical understanding of AURIN activities.
- ▶ Excellent judgement and demonstrated collaboration and negotiation skills and proven capacity to establish strong links and partnerships across organisations and industry partners.
- ▶ Expert knowledge and proven ability to work in partnership with complex organisations such as large universities, governmental agencies, and industry bodies in accessing data for research purposes.
- ▶ Demonstrated financial management experience commensurate with that required to manage a multi-million dollar project on tight timelines and budgets.
- ▶ Demonstrated success in securing significant project funding from Federal and State government sources.
- ▶ Demonstrated ability to develop appropriate vision for the infrastructure and capability to translate vision to action.
- ▶ PhD or equivalent experience in a relevant discipline, or demonstrated substantive experience working at an equivalent level in a significant leadership role in related field.

### **2.2 DESIRABLE**

- Management of major urban policy preparation and delivery.
- Management of a similar technical or data focussed capability.

## ***3. Special Requirements***

- ▶ Periodic travel will be required
- ▶ A Level E academic is expected to exercise a special responsibility in providing leadership and in fostering excellence within the University and within the community, both scholarly and general. Please refer to the document “The Leadership Roles of Melbourne Professors”.

## ***4. Job Complexity, Skills, Knowledge***

### **4.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The Director will report to the AURIN Management Board and to the Lead Agent representative on strategic matters and the Dean Faculty of Architecture Building and Planning on administrative matters. It is expected that the Director will manage the AURIN team and be accountable for the outcomes defined in the Annual Business Plans.

## 4.2 PROBLEM SOLVING AND JUDGEMENT

As leader of the AURIN team, the Director will be expected to demonstrate considerable managerial judgement and have high level skills in negotiating complex and diverse issues relevant to the development of a technical and data resource in support of urban research and policy making. Key to the role will be having a strong understanding of potential funding sources and identifying and securing future opportunities.

## 4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The role requires superior leadership and management competencies including, collaboration and negotiation skills, financial management experience, proven capacity to develop and work in partnerships with complex organisations including government agencies and industry bodies.

## 4.4 RESOURCE MANAGEMENT

The role is responsible for AURIN's resource management and must have demonstrated competencies in planning and management of financial, human and technological resources.

## 4.5 BREADTH OF THE POSITION

The position acts across a range of complex strategic, operational and policy matters. It is a broad role that requires the Director to be able to negotiate funding outcomes, navigate government policy and manage a delivery team of project assigned academic as well as technical staff. The role requires strategic vision, however, capacity to consolidate the project achievements to date and take the project to the next stage of securing ongoing funding and research is paramount.

# 5. *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 desire to strive for excellence and reach the targets of Growing Esteem.

## **6. 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.

## **7. Other Information**

### **7.1 ORGANISATION UNIT**

The Australian Urban Research Infrastructure Network (AURIN) is a \$34m national research infrastructure initiative funded by the Federal Government's EIF and NCRIS schemes. This initiative has seen the creation of national infrastructure to access and act upon data to support urban research and decision making, and to enhance the environmental, social and economic sustainability of the Australian urban and built environment.

AURIN provides built environment and urban researchers, designers, policy makers and planners with an open access, a distributed network of aggregated datasets and information services needed to understand patterns of urban development and to model urban growth for a sustainable future.

AURIN coordinates the collection and filtering of information from a variety of archival and dynamic data sources and provide the mechanisms, protocols and tools by which the data can be accessed, interrogated and modelled. This in turn, enables and supports research that addresses issues of national significance, stimulate cross- and multi-disciplinary research, facilitate partnerships with industry and help translate research outcomes into national benefit.

Activities of the AURIN Office include: coordinating program activities including partner activities; subcontracting with relevant parties; monitoring and reporting on performance indicators; communicating and engaging with the built environment research community and other stakeholders; developing strategic, business and project plans; assessing and reviewing AURIN facilities and activities; overseeing technical development; and sourcing, managing and ingesting data.

### **7.2 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>

### 7.3 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>

#### 7.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.



Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 7.5 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 <http://www.unimelb.edu.au/governance>