

Faculty of Architecture, Building and Planning

Project Coordinator for the Myer Foundation Placemaking Project

Position No	0044116
Classification	Level A
Salary	\$69,148 - \$93,830 p.a. (pro rata)
Superannuation	Employer contribution of 9.5%
Employment Type	Part-time (0.4 FTE) (fixed term) position available until Dec 20 2019.
Other Benefits	http://about.unimelb.edu.au/careers/working/benefits
Current Occupant	New
How to Apply	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
contact For enquiries only	Dr Dominique Hes dhes@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:

about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

The Faculty of Architecture Building and Planning at the University of Melbourne seeks to appoint an outstanding candidate for the position of Project Coordinator for the Myer Foundation Placemaking project.

The successful candidate will have demonstrated project coordination skills with transdisciplinary experience across placemaking, ecology, landscape, sustainability, urban intervention and people management.

The successful candidate will work with the support and guidance from more senior academic staff in delivery Placemaking projects.

Key components of the role will include supporting the work of the Thrive Research Hub on the *placemaking sandbox* project funded by the Myer foundation which will be completed by the end of 2019. Specifically for the *placemaking sandbox* project the role will include: stakeholder management, coordination of content development, coordination of studio implementation and reporting, organisation and management of the Victorian summit and up skilling events in 2018 and 2019 and liaising with placemaking practitioners.

Placemaking sandbox project coordination: Key to this role will be establishing the relationships and procedures to ensure the five universities collaborate on achieving the outcomes of the Myer foundation grant. This will include:

- relationship management with the partner universities;
- relationship management with the practitioner partners;
- relationship management with the place making procurers (councils, developers and community groups);
- coordinating the subject content development and get together of the universities;
- coordinating and reporting on the universities implementation of the summits, subject and studios; and,
- coordination and support of the Victorian summit and up skilling event in 2018 and 2019.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ Hold postgraduate degree(s) in sustainability and appropriate transdisciplinary practice experience;
- ▶ Project coordination skills commensurate with opportunity as demonstrated by a record of appropriate experience;
- ▶ Capacity to develop support the Myer Placemaking grant through relationship management; content development; management of website development and reporting and dissemination;
- ▶ Potential to develop grants and project manage transdisciplinary research projects with multiple stakeholders across academic and industry platforms;
- ▶ Demonstrated ability to work collaboratively and engage positively with students, colleagues and external stakeholders;

- ▶ Academic administration skills and experience and willingness to undertake a variety of administrative roles commensurate with the position and level.

1.2 DESIRABLE

- ▶ Evidence of transdisciplinary research within placemaking;
- ▶ Experience in undertaking collaborative research projects as part of a team across institutions and/or disciplines.

2. *Special Requirements*

- ▶ None

3. *Key Responsibilities*

3.1 RESEARCH

- ▶ Make a strong contribution to the successful implementation of the Myer foundation placemaking sandbox project 'Position Summary' above;
- ▶ Support development of potential research as part of the placemaking sandbox project and Thrive in general; and
- ▶ Actively contribute to research seminars and conferences.

3.2 ENGAGEMENT

- ▶ Explore and engage in collaborative research and teaching projects as part of the placemaking sandbox project with the partner universities and industry;
- ▶ Contribute to the engagement of ABP with the broader community in line with the University's program of knowledge transfer; and
- ▶ Contribute to developing links with the profession and other universities to support research within the field of best practice in your area of specialisation.

3.3 LEADERSHIP AND SERVICE

- ▶ Contribute to the ability of the placemaking sandbox to meet its administrative requirements;
- ▶ Take an active role in planning, committee and administrative work;
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

4. *Other Information*

4.1 BUDGET DIVISION

The Faculty of Architecture, Building and Planning at the University of Melbourne 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 design and built environment disciplines, and maintains excellent and extensive relationships with members of the design and built environment professions, government, professional associations and the wider community.

The Faculty has nearly 170 staff and approximately 3000 students, one third of whom are international. It is responsible for the undergraduate degrees the Bachelor of Design and the Bachelor of Environments.

The Faculty's graduate school, the Melbourne School of Design teaches accredited masters courses across the professional disciplines of Architecture, Architectural Engineering, Construction Management, Landscape Architecture, Property, Urban Design and Urban Planning.

The MSD aims to inspire learning through interdisciplinary reflection, and is unique in 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 design, environmental, social and aesthetic challenges in producing sustainable centres of habitation, locally and internationally.

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 design and 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 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.

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.

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:
<http://msd.unimelb.edu.au/>.

4.2 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at
<http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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>.

4.3 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/index.html#home>

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.

4.4 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

4.5 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/unisec/governance.html>.

5. *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/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.