

 **Position Description**

 **Position Title:** Manager (Student Hub Placemaker and Activation)

 **Position Classification:**  Level 9

 **Position Number:** 317578

 **Faculty/Office:** Service Delivery

 **School/Division:** Faculty SDC EMS

 **Supervisor Title:** Head, Faculty Service Delivery

 **Supervisor Position Number:**  315146

**Your work area**

The EZONE UWA Student Hub will provide an unparalleled education experience for students at UWA.

This new innovative teaching, learning and engagement space is designed to bring together students, industry and researchers, with extensive informal collaboration and study areas and an industry engagement area which includes space for student start-ups. The project has been generously supported via our foundation industry partners BHP and Woodside and several prominent alumni and their families.

Based on the overarching principle of collaborative creativity, EZONE UWA will develop UWA’s significant discipline expertise, and create spaces for innovative multidisciplinary education and research. It will enrich Western Australia’s engineering, mathematical, physics and computer science capacity and boost our economy, stimulating new business and industries.

**Reporting structure**

Reports to: Head, Faculty Service Delivery

**Your role**

Placemaking as a concept is necessary to the EZONE UWA Student Hub. The Student Hub will be driven by the community in which it is based; it will be adaptable; inclusive; dynamic; trans-disciplinary; transformative; flexible; collaborative and social.

The Student Hub Placemaker, in consultation with the Activation Working Group, would be responsible for developing and implementing the strategy to activate the space. This would include developing and implementing a calendar of events and engaging with internal and external stakeholders to deliver on the objectives of:

* Providing an unparalleled student experience
* Supporting new teaching models
* Fostering inter-disciplinary collaboration
* Being a vibrant space for industry, alumni, community and start-ups
* Being cost effective and sustainable
* Supporting culture change across the Faculty
* Maximising student learning as part of EZONE design, construction, commissioning and operations

As the appointee you will have a significant role in managing the Student Hub, and working with key influential stakeholders, within and external to UWA. You will provide key strategic planning and direction. You will have a role in establishing, developing and influencing significant budgets, policies, procedures and processes to ensure the objectives of the building are met. These activities will require extensive collaboration with internal UWA departments to deliver on the objectives outlined above of the building. Some of these internal areas include University IT; Campus Management; Development and Alumni Relations, Industry Engagement, Brand, Marketing and Recruitment and Student Experience.

**Your key responsibilities**

Develop and implement key strategic planning to achieve and maintain full activation of the EZONE UWA Student Hub and ensure these are measureable and reportable

Engage with industry partners such as Woodside and BHP, as well as other communities of users

Act as a key point of contact for external organisations and individuals to access the space, encouraging collaboration, start-up and innovation opportunities at UWA

Work with a wide range of internal groups such as the Student Experience Team, Faculty Executive, the Associate Dean Learning and Teaching, the Educational Enhancement Unit, Brand Marketing and Recruitment and academic staff to create and maintain activities in the Hub that support the objectives

Influence the organisational structure to foster inter-disciplinary collaboration, including formal events and informal networking collaborations

Manage priorities and resources in a cost effective and sustainable manner, role-modelling sustainability principles and guidelines around the management of waste, water and energy

Manage and monitor processes to ensure ongoing development of the strategic plan and efficient functioning of the Student Hub

Undertake development and planning involving resource use and resource allocation

Apply an extensive and in-depth knowledge of space activation and placemaking to provide key strategic advice, and liaise with other areas on key issues

Negotiate and consult with other areas on issues of corporate impact

Other duties as directed

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or demonstrated equivalent competency

Substantial and extensive management experience

Experience in delivering events and/or placemaking/space activation is highly desirable

Excellent written and verbal communication skills and high-level consultation and negotiation skills

Demonstrated ability to develop, manage and allocate resources

Excellent planning and organisational skills

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet, and email

Demonstrated ability to determine long term planning and key strategic direction

Ability to work independently, as well as collaboratively with a wide range of stakeholders, show initiative and manage a substantial area

**Special requirements (selection criteria)**

Occasional weekend work

Some after hours work may be required

**Compliance**

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University’s Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.