DUTY STATEMENT

THE UNIVERSITY OF MELBOURNE

Connected Cities Lab
Faculty of Architecture, Building and Planning

Research Assistant/ Project Support Officer – Casual Position

POSITION NO	0049693
EMPLOYMENT TYPE	Casual Research Assistant
SALARY	Casual Research Assistant Rate RA.3 $46.84 per hour
SUPERANNUATION	Employer contribution of 9.5%
WORK HOURS	21.75 hours per week (3 days per week)
BASIS OF EMPLOYMENT	Casual position available until 15 May 2020
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers
	Please upload: 1) a short CV, 2) a 1-page expression of interest detailing your suitability for the position and for the Connected Cities Lab, and 3) a relevant writing sample.
CONTACT FOR ENQUIRIES ONLY	Professor Michele Acuto, Lab Director Email: connected-cities@unimelb.edu.au
	Please do not send your application to these contacts.

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Date Created: 26/11/2019   **Last Reviewed:** 02/12/2019   **Next Review Due:** 26/11/2020

Position Summary

The Connected Cities Lab is looking for a Research Assistant/Project Support Officer to work on a new exciting collaboration between the Lab and the Fondation Botnar supporting the development of an effective "evidence to action" framework to build a better future for children in cities. The Research Assistant / Project Support Officer will collaborate with Lab team members and Fondation Botnar to deliver the design of a major international program centred on this theme and scope challenges/opportunities to better mobilise evidence to shape action in 'secondary cities' internationally when it comes to issues of child and adolescent wellbeing in urban environments. This will involve project management activities (including meeting, engagement and project administration support), some support to data gathering activities by Lab researchers and some reviewing of Lab evidence, communication activities including drafting of practitioner-friendly documents, analysing information and formatting/summarising it, as well as engaging where appropriate with the Botnar team and other international experts on questions of (international) urban development.

Fondation Botnar is a Swiss-based foundation which champions the use of AI and digital technology to improve the health and wellbeing of children and young people in growing urban environments. To achieve this, we support research, catalyse diverse partners, and invest in emerging technologies and scalable solutions globally. The Foundation focuses explicitly on 'secondary cities', having started its work with an emphasis on Romania, Tanzania, Colombia but aiming at extending this effort internationally. This project builds on an existing collaboration for a scoping review of the "evidence to action" theme carried out by the Lab for Fondation Botnar in 2019.

1. Key Responsibilities

1.1 PROJECT MANAGEMENT

▸ Project administration including project planning, budgeting and reporting

▸ Assist the Lab's team in producing project deliverables (reports/briefings)

▸ Organisation of internal meetings and external events, including international expert engagement and project partner engagement.

1.2 ENGAGEMENT

▸ Produce high quality written material arising from the research project, in collaboration with the project co-leads Dr Stephanie Butcher and Joyati Das, with a focus on accessible and practitioner-friendly analysis of use to both Fondation Botnar team and international experts in the field.

▸ Liaise with Fondation Botnar team and other stakeholders for both meetings/event organisation as well as to gather, summarise and integrate expert input into the Lab's work

▸ Contribute openly to intellectual debate within the Lab and the Faculty and the larger academic and general community on issues of the value of small architectural firms.

▸ Engage in regular Lab meetings and other all-staff activities held by the Connected Cities Lab during the duration of the post.

2. Selection Criteria

Please provide a brief statement outlining your suitability for the position.

2.1 ESSENTIAL

▸ Completion of a bachelor's degree or progress towards completing master's degree (e.g. urban studies/planning, geography, health (urban, child, public), business studies, development studies).

▸ Experience in writing reports and/or other forms of accessible research materials, especially by using tools from the Adobe Suite and other graphical design programs.

▸ Experience in event organisation and other basic administrative tasks (e.g. budgeting, project planning, team coordination)

▸ A broad understanding of key challenges for city leaders today and key actors working internationally with cities.

▸ Excellent English language written and verbal communication skills including the ability to draft communications and reports, and to convey complex information in a manner that is clear, concise and accessible to a broad audience.

▸ High-level project management interpersonal and communication skills, including demonstrated capacity to work with collaboratively in a team, and work independently, to prioritise workload.

2.2 DESIRABLE

▸ Specialisation in urban health, child health or public health.

▸ Ability and proficiency to use graphic design software to create and refine research findings visualizations.

▸ Some experience of working with local government and/or international organisations.

▸ Ability to use a range of analytical quantitative and qualitative software programs.

▸ Working-level fluency in a language other than English

▸ Experience with Global South and/or developing country contexts.

3. Special Requirements

▸ This position requires requires the incumbent to hold a current and valid Working with Children Check.

▸ May be required to work outside of normal work hours in support of project team meetings with UN-Habitat/UCL and events that disseminate and promote the project's findings.

1. Other Requirements

▸ Casual staff are sometimes expected to create a University email account through the University's Identity Management system. All correspondence relating to their employment must be sent and received through their staff email account.

▸ Consistent with the University's commitment to provide a safe, inclusive and diverse workplace, we aim to ensure that our staff recognise the standards and expectations required of them as employees of the University, and what they can do if they have a

concern. To this end, the University has introduced a short compliance training module (approximately 20-30 minutes) that all casual employees are required to complete upon commencing employment.

2. Salary Payment

2.1 SALARY

The University, when offering Casual employment, will inform the Casual Employee in writing that they are employed as a Casual Employee, the classification level, hourly rate of pay and the anticipated number of hours required.

2.2 CLAIMING PAYMENT

Payment for work completed will be paid in line with the University casual pay cycle which occurs fortnightly. Casual staff member will be responsible for entering their work hours for approval by the required deadline. Casual Pay Dates fall fortnightly on a Thursday and hours must be submitted and approved by the Supervisor no later than 4.00pm on the Monday of the Casual pay week.

The casual payment system is administered through Themis. For detailed instructions on how to submit a fortnightly timecard, a casual staff member is asked to review Submitting a Casual timecard reference card.

3. 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.

4. 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/responsibilities-of-personnel

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

5. Other Information

5.1 THE CONNECTED CITIES LAB

▸ The way we govern cities, and in turn the way cities contribute to addressing global challenges, is key to ensuring the long-term sustainability of humanity. Yet cities are now confronted with a rapidly changing landscape of international politics, interconnected infrastructures, and shifting economies. Cities can no longer be thought in isolation from each other, and the business of deciding who gets what, when and how in urban development has become a global affair. Focusing on these networked challenges for city leadership, the Connected Cities Lab is an experimental hub tackling the complexity underpinning urban governance with a focus on information and connectivity. Located within the University of Melbourne's Faculty of Architecture, Building and Planning, and the Melbourne School of Design, the Lab aims at research that is inherently impact-driven, interdisciplinary and collaborative to address pressing city leadership challenges in and between cities.

▸ The Lab is characterised by a focus on urban governance and policy. Lab research and education programmes engage with the ways decisions about the present and future development of cities are shaped by information flows and more-than-local networks. It is supported by an interdisciplinary team of researchers and practitioners, and well-established links into industry and government. The Lab's research programme is geared towards developing a scholarly and international appreciation of urban politics in both academia and practice. The Lab does so by encouraging evidence-based policy making and focusing on comparative and applied urban research, working with international partners key in shaping the global discussion on cities to ensure scholarly advancement translates into urban innovation, and vice-versa.

5.2 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. It 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 over 200 staff and 4000 students, one third of whom are international. It is responsible for the 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 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 environmental, social and aesthetic challenges in producing sustainable centres of habitation, locally and internationally. Students can 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. Our researchers address key issues, such as mitigation of natural disasters, climate change, sustainability, the future of cities, population growth and urban density. We lead debate in many of these areas. 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. 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 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. Our PhD and MPhil graduates are well-rounded professionals, critical thinkers and future research leaders.

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/

5.3 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.

5.4 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. https://about.unimelb.edu.au/strategy

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.
https://research.unimelb.edu.au/research-at-melbourne/our-strategy

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.

5.5 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 https://about.unimelb.edu.au/strategy/governance