

POSITION DESCRIPTION

*Learning Environments Applied Research Network (LEaRN)
Faculty of Architecture, Building & Planning*

Project Manager – Building Connections: Schools as Community Hubs ARC Linkage Project

POSITION NO	0048378
CLASSIFICATION	UOM 7
SALARY	\$91,913 - \$99,495 per annum (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (0.6 FTE)
BASIS OF EMPLOYMENT	Fixed-term until 31st May 2022
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers and use the Job Search screen to find the position by title or number.
CONTACT	Dr Benjamin Cleveland
FOR ENQUIRIES ONLY	Tel +61 3 90353757 Email benjamin.cleveland@unimelb.edu.au

Please do not send your application to this contact

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

about.unimelb.edu.au/careers

1. Position Summary

The *Building Connections: Schools as Community Hubs* project (*Building Connections*) is a three-year research project funded by the Australian Research Council (ARC) Linkage Grant scheme (LP170101050) together with five Partner Organisations. The project, which began in July 2019, is investigating how best to plan, design, govern and use/manage facilities to enable schools to operate successfully as 'more than a school', and encourage the development of thriving, resilient and connected communities.

The project requires a Project Manager to oversee all administrative/management aspects of the project and coordinate research partnerships and industry engagement with a particular focus on research impact. The position is a key administrative, communications and research support role. Under the general guidance of the Lead Chief Investigator, the position will be responsible for project planning and coordination, including implementing a range of strategies for stakeholder engagement, coordinating research activities, communicating and disseminating project outputs, and coordinating project staff and PhD students. The role will also assist with budget planning and tracking expenditure, contracts and agreements, and events coordination. The position will work collaboratively with all members of the project team and will build links with participating university faculties and research infrastructure.

The position is based at the Melbourne School of Design/Faculty of Architecture, Building & Planning (<https://msd.unimelb.edu.au/>) and is linked to the research program of the Learning Environments Applied Research Network (LEaRN) – a network of academics, practitioners, industry and government agencies in Australia and overseas exploring the relationships between teaching and learning and the built environment. As a research network, LEaRN operates in collaboration with partners across a range of sectors including education, architecture, design, furniture, ICT, government and private school systems. The network aims to provide an intellectual space to focus on the relationships between pedagogy and space across all educational environments, from early years' settings through to tertiary environments and the workplace. *Building Connections* is LEaRN's fifth consecutive ARC Linkage project since 2007. With several other significant past and current projects, LEaRN is one of the pre-eminent centres of learning environments research internationally. For more information about LEaRN see <https://research.unimelb.edu.au/learnetwork>

The Project Manager will report to the *Building Connections* Lead Chief Investigator, Dr Benjamin Cleveland, and will work collaboratively with other Chief Investigators (including at RMIT University), the project's Research Fellow, the LEaRN Research Communications Officer, Partner Organisations and other researchers (including PhD candidates) towards delivering successful research outcomes and outputs.

An integral aspect of the role will be managing communications, both internally across the project team, and externally with stakeholders and professionals in the wider built environment and education communities. This will include coordinating a variety of initiatives, updating the project's website and other social media channels, and working with the Lead Chief Investigator and LEaRN Research Communications Officer to ensure research and engagement activities are an integral part of the project.

2. Key Responsibilities

The position will be primarily responsible for administrative coordination of the assigned project and will provide significant support towards achieving high level project outcomes by performing a range of related tasks.

2.1 OPERATIONAL ACTIVITIES AND SERVICE QUALITY

- ▶ Provide management oversight to the project, including supporting the Lead Chief Investigator to ensure the objectives of the project are met.
- ▶ Coordinate project planning and prepare project documentation, including an overall project plan, schedule, implementation plan, work plans and timeframes, communication strategy, and identification of key responsibilities and milestones – in collaboration with the Lead Chief Investigator.
- ▶ Manage the scheduling, organisation and administration of project meetings and events, including setting dates, inviting attendees, preparing agendas, documenting minutes and executing actions as required.
- ▶ Coordinate research activities, including supporting Chief Investigators, research staff and PhD students undertake field activities, including assisting with travel arrangements and scheduling meetings with participants.
- ▶ Under the guidance of the Chief Investigators, implement a range of strategies for stakeholder engagement, both internal and external to the project.
- ▶ Establish and maintain record management of all project activities, including electronic and paper-based information systems, data bases and media (e.g. websites and social media).
- ▶ Ensure all project data is securely managed and made accessible to approved personnel.
- ▶ Oversee the maintenance of the project's webpage(s) and social media and the production of media and podcast/video materials, in collaboration with the LEARN Research Communications Officer.
- ▶ Work closely with the project team to plan and produce outreach material, including drafting, editing, production and coordinating graphic design.
- ▶ Receive and respond to enquiries about the project from stakeholders, internal or external to the project/University, referring issues as appropriate.
- ▶ Assist with budget planning and tracking expenditure, including liaising with relevant finance teams regarding the project's income and expenditure across internal and external parties.
- ▶ Coordinate financial transactions including processing of credit card transactions, reimbursements and invoices.
- ▶ Work with the Faculty's Hubs Manager and other MSD/ABP Hubs/University institute managers to ensure coordination of activities between the project and other strategic university initiatives.
- ▶ Ensure timely development and coordination of three-monthly project reports to Partners, and end of year ARC progress reports and Final Reports (as required).

2.2 COLLABORATION AND LEADERSHIP

- ▶ Develop excellent communication and strong working relationships with Faculty staff as well as external stakeholders, including drafting correspondence, circulating materials and monitoring deadlines in relation to project priorities and requests for information.

2.3 INNOVATION AND IMPROVEMENT

- ▶ Regularly review local administrative systems and procedures to ensure high quality and efficiency of administrative support.

2.4 RESPONSIBILITY AND COMPLIANCE

- ▶ Comply with University policy, procedure and protocols in relation to the nature of the research being conducted (e.g. ethics clearance).
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

3. Selection Criteria

3.1 ESSENTIAL

- ▶ A relevant degree plus relevant project management experience.
- ▶ High level planning and organisation skills, including the capacity to implement strategies developed by Chief Investigators, coordinate project team priorities and activities, and set and meet deadlines.
- ▶ Demonstrated capacity to manage research projects, including the production of project planning and implementation documents, data management, and the planning of project travel and fieldwork.
- ▶ Administrative experience supporting a busy team and a range of stakeholder engagements, including organising and managing project meetings and events.
- ▶ Strong writing skills and the ability to prepare reports and other documents as required.
- ▶ Proven technical skills in multimedia communication to inform the development of webpages, data visualisation and publications.
- ▶ Demonstrated ability to manage/track financial transactions.
- ▶ Demonstrated ability to liaise professionally and positively with a wide range of stakeholders.

3.2 DESIRABLE

- ▶ Experience working with built environment and education professionals.
- ▶ Experience within the University sector and academic research/engagement projects that demonstrates the capacity to undertake high level professional support of complex projects involving a range of industry and academic partners.

4. Special Requirements

- ▶ The appointee will be required to co-ordinate the occasional event which may be outside standard working hours.
- ▶ Flexibility in working hours may also be required on occasion within the standard part-time work pattern to meet urgent operational requirements. Time off in lieu would apply as per the University's policies.
- ▶ The position may involve some research assistance tasks and interstate travel.
- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.

5. Job Complexity, Skills, Knowledge

5.1 LEVEL OF SUPERVISION / INDEPENDENCE

- ▶ The position will require the ability to work independently and collaboratively within established organisational guidelines towards agreed goals. This requires initiative in undertaking required tasks as they identify them. The role reports to the Lead Chief Investigator and works closely with him to set priorities. The Project Manager will be responsible for delegating to and overseeing the LEaRN Research Communications Officer's work in communicating the Building Connections project's events, news and research outputs.

5.2 PROBLEM SOLVING AND JUDGEMENT

- ▶ Individual problem-solving skills and independent judgement are required in:
 - Prioritizing workloads, working to timelines / deadlines and undertaking a variety of activities at once.
 - Exercising discretion in determining what matters require the direct attention of the Lead Chief Investigator, and in dealing with external stakeholders.
 - Resolving issues that relate to supporting activities in the office.

5.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ▶ The Project Manager requires knowledge of University and Faculty policies and procedures and how they interact. The incumbent should contribute to the effective and efficient operation of the project through the development of office processes and procedures. The role requires sound technical and professional expertise in supporting web presence, social media communication and production of media materials as well as event coordination.

5.4 RESOURCE MANAGEMENT

- ▶ The Project Manager will be responsible for reconciliation of project expenditure in line with University policies and procedures.

- ▶ The position has no budget responsibilities but will be expected to support budgeting by providing up to date financial information.

5.5 *BREADTH OF THE POSITION*

- ▶ The Project Manager communicates with a wide range of stakeholders including Faculty academic and administrative staff, staff from other units across the University, and people from external organisations.

6. 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.

7. 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.

8. Other Information

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 over 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>

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>.

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.

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>