

# POSITION DESCRIPTION



Faculty of Architecture, Building & Planning

## Student Technician, Media Hub

POSITION NO	-
CLASSIFICATION	UOM 3
SALARY	-
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	9:00 am – 5:00 pm
BASIS OF EMPLOYMENT	1 Year Fixed Term Casual Position (0.4 FTE)
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Melissa Iraheta Tel +61 3 9035 9897 Email <a href="mailto:melissa.iraheta@unimelb.edu.au">melissa.iraheta@unimelb.edu.au</a>  <i>Please send your application to this contact</i>

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

## ***Acknowledgement of Country***

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

## ***Commitment to Diversity and Inclusion***

The Faculty of Architecture, Building and Planning is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in contributing to the success of our Faculty. Aboriginal and Torres Strait Islanders, the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

## ***Position Summary***

The Faculty of Architecture, Building and Planning (ABP) Maker Spaces comprise a range of facilities providing state-of-the-art interdisciplinary spaces for making with technology aiming to create a hands-on and inspiring environment encouraging experimentation with technology, materials, and processes of making.

A key Maker Space facility is the Media Hub, which operates and maintains a range of student-accessible small and large format 2D printers for the faculty, as well as the Loans Desk where students and staff can borrow a range of technology including cameras and photography equipment, virtual and augmented reality headsets, 3D scanners and other equipment to use both within the faculty and in the field.

The Media Hub is led by the NExT Lab and Media Hub Coordinator who is assisted by the Lead Technician and casual Student Intern Technician. The Student Intern Technician, under the guidance of NExT Lab and Media Hub Coordinator and Lead Technician, will contribute to the fulfilment of the daily processes and procedures of the Media Hub including the operation of small and large format printers, assisting students and staff with loans desk enquiries, and processing payments for printing services.

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

### **1.1 OPERATIONAL PROCESSES AND PROCEDURES**

- Process print bureau jobs efficiently and effectively and ensure all jobs adhere to quality standards.
- Hand out and receive returns of loans desk equipment. Check and maintain equipment and kits.
- Ensure all operational processes and procedures are adhered to and completed.
- Assist in the supervision of users of the Media Hub and the open access equipment and ensure compliance with Media Hub rules where necessary.

## **1.2 OHS AND SAFETY COMPLIANCE**

- Ensure practice of established OHS and safety protocols. Report to the NExT Lab and Media Hub Coordinator any issues or changes required to processes and protocols to continually improve safety practices.

## **1.3 MACHINE MAINTENANCE**

- Complete routine cleaning, checking, and calibration of tools, equipment and machines to the standards defined by established processes and procedures. If complex maintenance is required assist senior staff to complete.

## **1.4 STOCK LEVEL MONITORING**

- Replenish stock levels if needed or instructed to do so by senior staff.

## **1.5 QUALITY CONTROL AND CUSTOMER SERVICE**

- Contribute to an open, inclusive, and welcoming University environment, by delivering core Media Hub and customer services at a professional standard.
- Provide ad-hoc support to customers regarding solving problems of a technical or service nature when required.
- Ensure printing jobs returned to customers meet the completion time goals and quality standards.
- Review submitted files and approve for processing.

## **1.6 ADDITIONAL DUTIES**

- As required by the NExT Lab and Media Hub Coordinator and Maker Spaces Management team.

# ***2. Selection Criteria***

## **2.1 ESSENTIAL**

- A strong customer service focus, with a demonstrated ability to communicate technical information effectively to a range of staff and students.
- Demonstrated ability to work as an effective member of a team.

## **2.2 DESIRABLE**

- Demonstrated experience working with printers, plotters, cameras, virtual and augmented reality headsets, 3D scanners and other Media Hub technologies.
- Familiarity with specific design and modelling software including Adobe Creative Suite, and other related design software suites.

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

- N/A

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

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

- The Student Intern Technician works under routine to general supervision from the NExT Lab and Media Hub Coordinator and Lead Technician.

### **4.2 PROBLEM SOLVING AND JUDGEMENT**

- This role operates within detailed standard practices with available assistance when variations need to be considered.
- Incumbents are generally confronted with similar situations requiring solution by making the right choice between known alternatives.
- Incumbents may be required to exercise judgement on practical work methods and task sequence within specified timelines and standard practices and procedures. Decision making is generally not a critical element of position

### **4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

- The Student Intern Technician is expected to rapidly develop a working understanding of the Media Hub and equipment operational procedures.

### **4.4 RESOURCE MANAGEMENT**

- The incumbent contributes to the day-to-day operation of the Media Hub equipment with significant value, and the maintenance of associate support equipment within the Maker Spaces.

### **4.5 BREADTH OF THE POSITION**

- This position involves working in collaboration with the Media Hub team members of varied levels and at times other staff from the Maker Spaces Team.
- It requires effective communication and established customer service skills to deal with a broad range of stakeholders including ABP Academic and Professional staff and students.

## ***5. Other Information***

### **5.1 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 nearly 170 staff and approximately 3000 students, one third of whom are international. It is responsible for the undergraduate Bachelor of Environments degree, and offers majors in architecture, landscape architecture, property, construction, and urban design and 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://abp.unimelb.edu.au/>

## 5.2 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 [www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings](http://www.futurestudents.unimelb.edu.au/explore/about/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 [hr.unimelb.edu.au/careers](http://hr.unimelb.edu.au/careers).

### 5.3 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. [www.growingesteem.unimelb.edu.au](http://www.growingesteem.unimelb.edu.au)
- 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://www.unimelb.edu.au/research/research-strategy.html>

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*.

#### 5.4 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.

#### 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 [www.unimelb.edu.au](http://www.unimelb.edu.au).

### 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/topics/responsibilities/>

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