POSITION SUMMARY

The Design Coordinator is a unique position as both a “technical service provider” and an “experience maker” in the Michael Crouch Innovation Centre (MCIC) at UNSW. The Design Coordinator will engage with MCIC users from all disciplines and provide technical support and facilitate users’ ideas in building small-scale prototypes. The Design Coordinator will provide a safe and efficient environment that promotes positive learning outcomes and maximises the student experience. At its core, the position’s key role is to inspire and empower the Centre’s users and by doing so, allow them the freedom to make collaborative links with others in the pursuit of innovation.

The MCIC vision is typified by the words of philanthropist Michael Crouch to “inspire students to find a better way” within a “hallowed hall” of innovation, as informed by the MCIC Stakeholder Advisory Committee.

ORGANISATIONAL ENVIRONMENT

Overview of the Faculty/School/Divisional Work Unit

The Michael Crouch Innovation Centre will operate from a 360 square meter flexible space on the ground floor of the new Materials Science and Engineering building, UNSW’s newest building located at the epicentre of the campus’ science, technology, law and business precinct. In addition, the MCIC will have access to meeting rooms, hot-desk spaces and common areas in the lobby and first level of that building.

A green-field concept for UNSW, the focus of MCIC is lifting student innovation at UNSW to the next level. Building upon UNSW’s renowned links with industry and business and rapidly expanding initiatives in student enterprise and entrepreneurship, the MCIC will house...
collaborative innovation spaces with state-of-the-art facilities and infrastructure for students to ideate, incubate, workshop and prototype to solve important problems for Australia and the world. The MCIC will operate from the premise that “everyone is an innovator” (or at least capable of contributing to innovation), and “everyone is welcome”.

The MCIC will be a hub for both internal stakeholders (UNSW students, faculty, staff and alumni) and external stakeholders (business, government and industry). It will engage with industry, business and other partners and sponsors to provide training, services and solutions (e.g. business planning, venture catalyst, lean startup, advisory board, intellectual property, startup legal, and software and tools) to mentor and support students to generate creative ideas, build prototypes, minimum viable products or offers, test hypotheses with end users, draft and iterate business models and otherwise take ideas and projects to the next level.

Key elements of the MCIC Program may include: foundational learning (general courses, skill-based workshops and seminars, materials and guides); expert resourcing (workshops and seminars, and one-on-one consultations with professional service providers and mentors); and experiential learning (‘learn by doing’ in the MCIC makerspace and through participation in challenges, competitions, bootcamps, hackathons, contests, field trips and other opportunities hosted by and/or facilitated through the MCIC).

UNSW is recognised as Australia’s leading university for Innovation: it is the university with the strongest links to industry; has produced more technology entrepreneurs in the past 15 years than any other Australian university; more of Australia’s top CEOs who lead ASX100 companies studied at UNSW than any other university and it boasts the largest number of millionaire alumni of any university in Australia.

Building upon best practice internationally, the MCIC is located within the Division of Deputy Vice-Chancellor (Research) and shaped to reflect UNSW Australia’s distinctive research and teaching strengths.

Statistics
Total Undergraduate Students: 32,000
External Research Income (2013): $347 million
University Operating Budget (2013): $1.8 billion
Expected students engaged with Innovation Centre: 1000+

Reporting Relationships
Supervisor’s title: Chief Operating Officer, MCIC
Other positions reporting to the supervisor:
- Marketing & Communications Manager
- Program Manager
- 2 x Design Coordinators
- Student casuals
Other key relationships:

- Division of Advancement – Marketing, Central Web Unit, UNSW Foundation
- MCIC Stakeholder Advisory Committee
- Pro Vice-Chancellor (Research)
- Office of the Pro Vice-Chancellor Research
- Office of the Pro Vice-Chancellor Students
- UNSW Innovations
- UNSW Learning and Teaching Unit
- Deans and Heads of Schools – All UNSW Faculties

KEY DUTIES & RESPONSIBILITIES

- Engage with MCIC users from all disciplines and provide technical advice and support to facilitate MCIC users’ ideas in building small-scale prototypes.
- Co-manage the day to day operations of the MCIC, under the direction of the COO.
- Promote the Maker philosophy by encouraging and developing an innovative, collaborative and trans disciplinary working environment.
- Establish and nurture a vibrant community of confident, hands-on makers.
- Manage access to the Centre ensuring there are policies and practices consistent with the MCIC premise that “everyone is welcome”.
- Develop inductions, demonstrations and workshops for Staff and Students around technology, materials and processes.
- Provide in-depth, specialist advice to all users of the MCIC to ensure the safe application of materials and processes and adherence to all relevant UNSW WHS policies and procedures.
- Identify the needs of individual MCIC users and guide and support them.
- Work with different UNSW project groups to assist them in achieving their goals.
- Encourage all users to be vocal participants, to share their experiences and needs, to be creators not consumers.
- Research current and future trends and technologies and provide recommendations on integration to the MCIC.
- Participate on task groups as appropriate to the development of the MCIC.
- Liaise with other Faculty Workshops and Makerspaces to ensure engagement from all UNSW Faculties and the broader business community, with a view towards knowing who else and where else students might go to develop their ideas and prototypes further.
- Develop systems for monitoring, documenting and reporting usage data.
- Design a program of regular maintenance to ensure availability of equipment and resources.
- Monitor consumable use and replenish when required.
- Undertake other duties, commensurate with the level of the position as required by the Chief Operating Officer.

SELECTION CRITERIA

- Completion of a relevant degree (Design, Engineering, Fine Art, Industrial Design) with subsequent industrial/ educational experience.
- Demonstrated experience of teaching or instructing in an industrial workshop environment.
• Demonstrated experience of working in a Makerspace environment.
• Proven ability in establishing and developing working relationships, networks and structures.
• Demonstrated ability to identify and engage with key stakeholders.
• Demonstrated organisational skills and an ability to work independently, unsupervised and as part of a team.
• Knowledge of WHS responsibilities and commitment to attending relevant WHS training.
• Knowledge of EEO principles.
• Demonstrated strong and creative problem solving and troubleshooting skills
• Intellectually curious, creative, proactive, dynamic and engaging personality with excellent interpersonal and communication skills.
• Demonstrated ability to work independently and in a team, and have high level organisational skills with the capacity to manage multiple tasks.
• Good understanding of WHS and willingness and capacity to implement required UNSW H&S policies and safe work practice.
• Knowledge of the issues related to equity and diversity in the workplace.

Desirable
• Good understanding of the operations in the tertiary education sector.
• Experience in the delivery and evaluation of a learning and engagement program in the higher education setting.
• Experience in and/or a broad understanding of the innovation industry, preferably at the academic-industry interface.
• Sound in computer modelling software.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.