

POSITION DESCRIPTION



Position	Campus Space Information Coordinator
Level/Classification	HEW 0808
Reports to	Senior Manager, Campus Planning
Unit	Campus Development
Positions Supervised	Nil

Position Purpose

This position is responsible for maintaining the University's architectural and engineering services drawing management system and associated databases to ensure the campus space information accurately reflects the University's physical assets. This position adopts and disseminates accepted drawing standards/conventions to ensure accuracy, consistency and integrity of the As Constructed drawing inventory, also maintains the inventory of asset maintenance manuals. This position is also responsible for data integrity of associated space management systems (Archibus, SISFM), including space allocations, capacities and characteristics.

The role supports the development of campus maps and implements processes designed to ensure accurate spatial information services are provided to the campus community. The Campus Space Information Coordinator acts as a subject matter expert on CAD related processes for the University and is occasionally tasked with creating drawings to support minor new works or room layouts

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

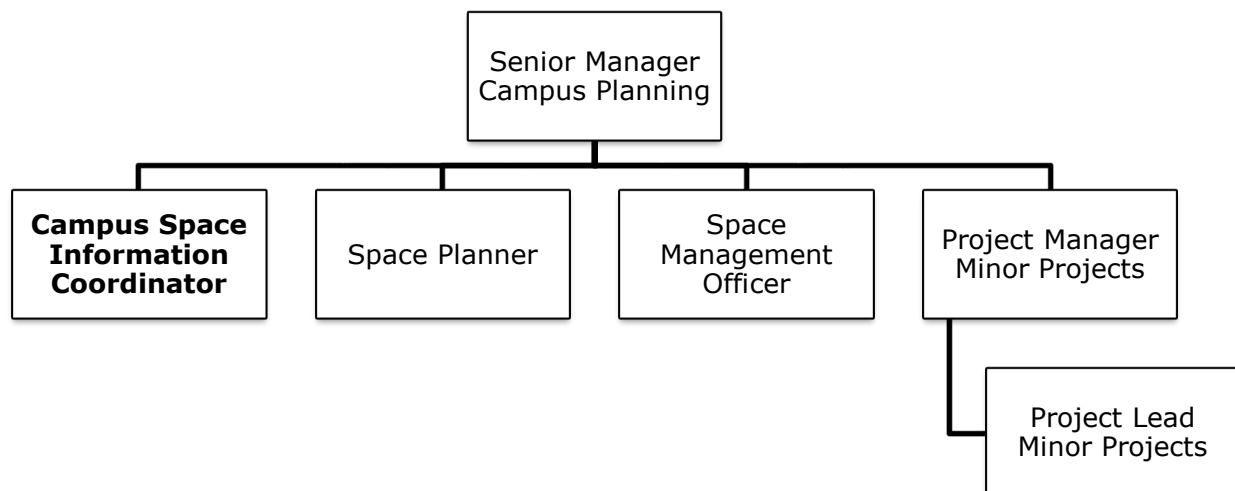
About the Work Area

The **Campus Development portfolio** plays a pivotal role in the future growth and sustainability of the University. This business unit is responsible for facilitating and managing essential infrastructure, maintenance, and capital works projects that underpin the University's operations and growth.

A key responsibility of this portfolio is the delivery of the **University's Campus Development Plan**, which is critical to ensuring the campus evolves in line with strategic priorities, supports innovation, and meets the needs of students, staff, and the broader community. By managing complex projects and maintaining high standards across all facilities, the Campus Development team helps create an environment that fosters learning, research, and community engagement.

As a central enabler of the University's operations, this portfolio ensures that every project and initiative aligns with sustainability principles, modern design standards, and long-term planning objectives.

Reporting Relationships



Key Responsibilities/Duties

1. Coordinate the inputting of information into the space management and reporting systems. To ensure these systems accurately reflect the physical campus, to support way finding and supply accurate spatial information to the campus community.
2. Maintain the University architectural and engineering drawing management system including the development and management of change control procedures for the drawings database and space inventory, incorporating drawing version control and control of related documents in accordance with University recordkeeping policy and procedures.
3. Audit building master drawings, As Constructed drawings and capital works archives to ensure compliance with University policies and standards, including detailed auditing of master drawing polylines to ensure they are correctly rendered and associated databases are correctly reporting area linkages.
4. Develop drawings in support of campus publications including campus maps, bicycle plans, and disability access maps.
5. Manage space reporting activities to internal and external stakeholders including college space inventories, benchmarking activities (in accordance with requirements from the Tertiary Education Facilities Managers Association) and report preparation.
6. Coordinate the preparations and collection of critical information for inputting of campus space information for the annual TEFMA bench marking survey, act as PDCSO main point of contact with TEFMA.
7. Contribute to development of and ensure adherence to the University's agreed drawing standards and conventions. This includes managing the publication and dissemination of the University's CAD standards to contractors and consultants and providing advice to these stakeholders as required.
8. Create drawings to support minor works, provide room layout drawings, capacity assessments and other layout designs as requested.
9. Manage and Maintain the University's building and room numbering protocols, make recommendations for proposed spaces. Produce and issue building and room numbers for new construction and refurbishments.
10. Provide leadership, advice, coaching and training to other university staff across all directorates in the use of campus space information systems such as Archibus and SISfm.
11. Act as the senior user for PDCSO campus space information systems. Maintain knowledge and skills in the efficient use of Campus space Information tools. Review upgrades and emerging technology, engage in process improvement activities and make recommendations to the Manager Resource Scheduling as required.
12. Manage the relationship with academic, professional staff and contractors, including project manager to produce high quality work within required timeframes.
13. Lead and direct a work environment of continuous review and improvement of business practices, operational processes and service provision for campus space information.
14. Provide information and reports on campus space information to stakeholders in a timely and knowledgeable manner.
15. Maintain a high level of professionalism and customer service in all aspects of the role.
16. Support and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
17. Participate on committees and working parties related to the College/Office as required.
18. Work with the Manager Resource Scheduling to develop staff through training, fostering a culture of teamwork, ensuring adequate staff feedback and development are in place for staff.

19. Actively promote cultural change and support new ways of working and continuous improvement within the team to provide a high quality, professional, consistent, and cohesive service. This includes: working collaboratively and communicating proactively; understanding the needs of, and eliciting and monitoring feedback from our stakeholders; and identifying and delivering developments and innovations to enhance service delivery.
20. Carry out, and assist with, miscellaneous activities as requested.

Selection Criteria

Essential

1. A post-graduate qualification and extensive relevant experience and specialist expertise in CAD/BIM/GIS or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated extensive experience using AutoCAD systems and managing complex drawing files in an architectural/engineering services context
3. High level computer skills, particularly in the configuration of space management databases and CAD software.
4. Demonstrated high level of organisational, time and workload management skills, including the ability to work well under pressure and manage conflicting priorities and workload to meet strict deadlines.
5. Demonstrated problem solving and analysis skills.
6. Demonstrated ability to maintain attention to detail while managing large datasets, and the ability to analyse and present data to support and inform strategic decisions during space planning operations.
7. Highly effective communication, customer service and interpersonal skills, and the demonstrated ability to interact constructively and collaboratively with staff at all levels of the organisation and/or external stakeholders.
8. Demonstrated ability to use initiative, assume responsibility for tasks and projects and to resolve problems.
9. Ability to work in a team environment and flexibility to undertake a diverse range of tasks with minimal supervision.
10. Experience in leadership, development, engagement and management, with the demonstrated skills to motivate, inspire, and mobilise teams to create a positive workplace culture and deliver quality outcomes.

Desirable

11. Experience with Archibus, BIM and or SISFM would be highly regarded.
12. Previous experience in a facilities management environment.
13. Demonstrated understanding of building construction principles.
14. Previous experience in a similar role in a University or a large, complex organisation.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure.
3. Some after hours work may be required.

4. Current "C" class driver's license
5. Ability to work outside of normal office hours when required

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.