

## Position Description

### Learning Environments Australasia (LEA) –Awards Project Coordinator

<b>ROLE</b>	<b>Awards Project Coordinator – Project and Database Management</b>
<b>PAY RATE</b>	\$50/hr (casual)
<b>EMPLOYMENT TYPE</b>	Casual, part time (approx. 0.2 FTE); work mostly focussed from Feb to August each year;  Note, much of the work is required to be undertaken during normal work day hours to interact with entrants, jurors and conference organisers and LEA administration, and to provide timely support to entrants and judges.
<b>CURRENT OCCUPANT</b>	New role
<b>HOW TO APPLY</b>	Please send CV and Cover Letter addressing the criteria below to Bill Dixon (Regional Awards Chair, Learning Environments Australasia) by <b>COB Wednesday 17 January 2018</b> Send to <a href="mailto:admin@a4le.org.au">admin@a4le.org.au</a>
<b>CONTACT FOR ENQUIRIES</b>	Helen Murray, Administration Manager <a href="mailto:admin@a4le.org.au">admin@a4le.org.au</a> <i>Due to holiday season – Helen will not be available <u>until 10 Jan 2018</u> to respond to enquiries</i>

### Position Summary

Learning Environments Australasia (LEA) requires a Project Coordinator – Events and Database Management to coordinate the organisation’s premier annual Regional Educational Facility Planning Awards program and support chapter programs.

The Regional Awards recognise excellence in learning space design, and offers members an opportunity to showcase their projects and share ideas and outcomes that can go on to influence the design and use of future learning spaces.

The position will involve working collaboratively with staff, committee members, conference organiser, jurors and members to deliver the awards program which takes place in the first 6 months of each year. We use a software management system called Award Force <https://www.awardforce.com/>

Additionally, the position will entail co-ordination of the award ceremony collateral & certificates; compilation of the award gallery for the LEA website; and assisting Chapters with database management set up and issues.

The contractor position is available as a flexible part time role (approx. 0.2 FTE), with peaks in the lead up to the event. Some days during peak stages may require full time hours. The work will occur mostly in the first half of each year and the successful applicant must be able to work with the LEA Award Time line (late Feb to August). The position will report to the Regional Awards Chair, LEA Executive.

## 1. Selection Criteria

### 1.1 Essential

- ▶ Demonstrated knowledge of database management and project management.
- ▶ High level interpersonal and communication skills, particularly with respect to written & spoken communication.
- ▶ Flexibility, problem solving skills and sound judgement. Attention to detail.
- ▶ Must be available to respond to enquiries in a timely manner to ensure results are delivered as per Awards Timeline (late February 2018 – August 2018)
- ▶ Needs own computer, internet; phone, ABN. Ability to work mostly during office hours.

### 1.2 Desirable

- ▶ A background in event or project management, marketing, business administration, education or architecture/built environment.
- ▶ Knowledge of data base management and development processes.
- ▶ Experience participating in learning environment design either as a educator or designer

## 2. Key Responsibilities

### Project Officer – Events and Data management

- ▶ Ensure the Awards Coordination process complies with Learning Environments Australasia's Policy and Procedures;
- ▶ Coordinate the Regional Awards' program via 'Awards Force' (already set up) - training will be provided; update database templates as required; liaise with AF support when issues arise
- ▶ Respond to all Award enquires in a timely professional manner as per LEA Awards timeline;
- ▶ Manage all Awards entries, checking registrations and submissions to ensure they meet all criteria, communicating with all stakeholders as required;
- ▶ Collate juries and make recommendations to Executive re selection; assist juries;
- ▶ Gather and proof citations; credits for all images
- ▶ Contact shortlisted entrants to ensure their attendance or confirmed proxy for the event;
- ▶ Coordinate production and distribution of Awards certificates;
- ▶ Consult with the conference manager regarding logistics for Awards Exhibition and presentation at the regional conference in May; provide collateral
- ▶ Prepare and test slideshow of nominees and winners;
- ▶ Liaise with Development Manager to communicate award winners on website/publications showcasing all entries on website;
- ▶ Prepare event running sheets for key personnel and briefing notes for VIPs of Award ceremony

- ▶ Coordinate post event thank you, advise winners of opportunity to compete in A4LE Awards Program, and source feedback from judges, entrants and sponsors;
- ▶ Prepare an event assessment report (including recommendations) for the Regional Executive;
- ▶ Archive all awards information, including images, for LEA's future use;
- ▶ Some database support will be required for LEA Chapters who have award programs. Liaise with Chapter Award Co-ordinators

### Responsibility and compliance

- ▶ All casual contractors are expected to maintain the following behaviours:
  - Treat everyone equitably; act fairly with members and demonstrate respect for diversity;
  - Maintain strict confidentiality throughout entire program;
  - Declare any conflict of interest;
  - Be an effective team player who is cooperative and proactive, ensuring delivery of a professional outcome in a timely manner.

## 3. Other Information

### 3.1 The Association for Learning Environments [www.a4le.org](http://www.a4le.org)

- ▶ The Association for Learning Environments (A4LE) is an international, non-profit organisation with the sole mission to improve the places where people learn. The Association believes that:
  - Facilities impact the learning, development and behaviour of the facility user;
  - The planning process is essential for quality facilities; and
  - Sharing and networking improves the planning process.
- ▶ Learning Environments Australasia [www.a4le.org.au](http://www.a4le.org.au) is an affiliate of A4LE. We provide the key professional forum for dialogue between educators, administrators, suppliers, manufacturers and designers to improve the quality of learning spaces and the effectiveness of the teaching and learning that occurs within them. Our members include individuals, educational institutions and corporations throughout South-east Asia, Australia, New Zealand and the South Pacific.
- ▶ For more information about the Awards see <https://a4le.org.au/awards/about-the-awards/>
- ▶ To discuss this position, contact Helen Murray [admin@a4le.org.au](mailto:admin@a4le.org.au) **after 10 January 2018**