London, 19 December 2016,

Job Descriptions Outline

Urban Laboratory

Project team roles

This document presents the different roles involved in Urban Laboratory projects and outlines the areas of responsibility, tasks, team management arrangements, and key deliverables for each role.

Sections

1. Team Mapping
2. Project Director
3. Workshop Leader
4. Workshop Coordinator
5. Researchers
6. Urban Design Team
7. Scientific Advisors
8. Sponsorship Officer
9. Graphic and Web Design
10. Host Tutors
11. Guest Tutors
12. Facilities Volunteers
13. Press Volunteers
14. Research Volunteers
15. Remuneration

1. Team Mapping

Research Volunteers

Researchers

Urban Design Team

Press Volunteers

Sponsorship Officer

Host Tutors

Project Director

Graphic and Web Designer

Workshop Leader

Guest Tutors

Workshop Coordinator

Scientific Advisors

Speakers & Juries

Facilities Volunteers
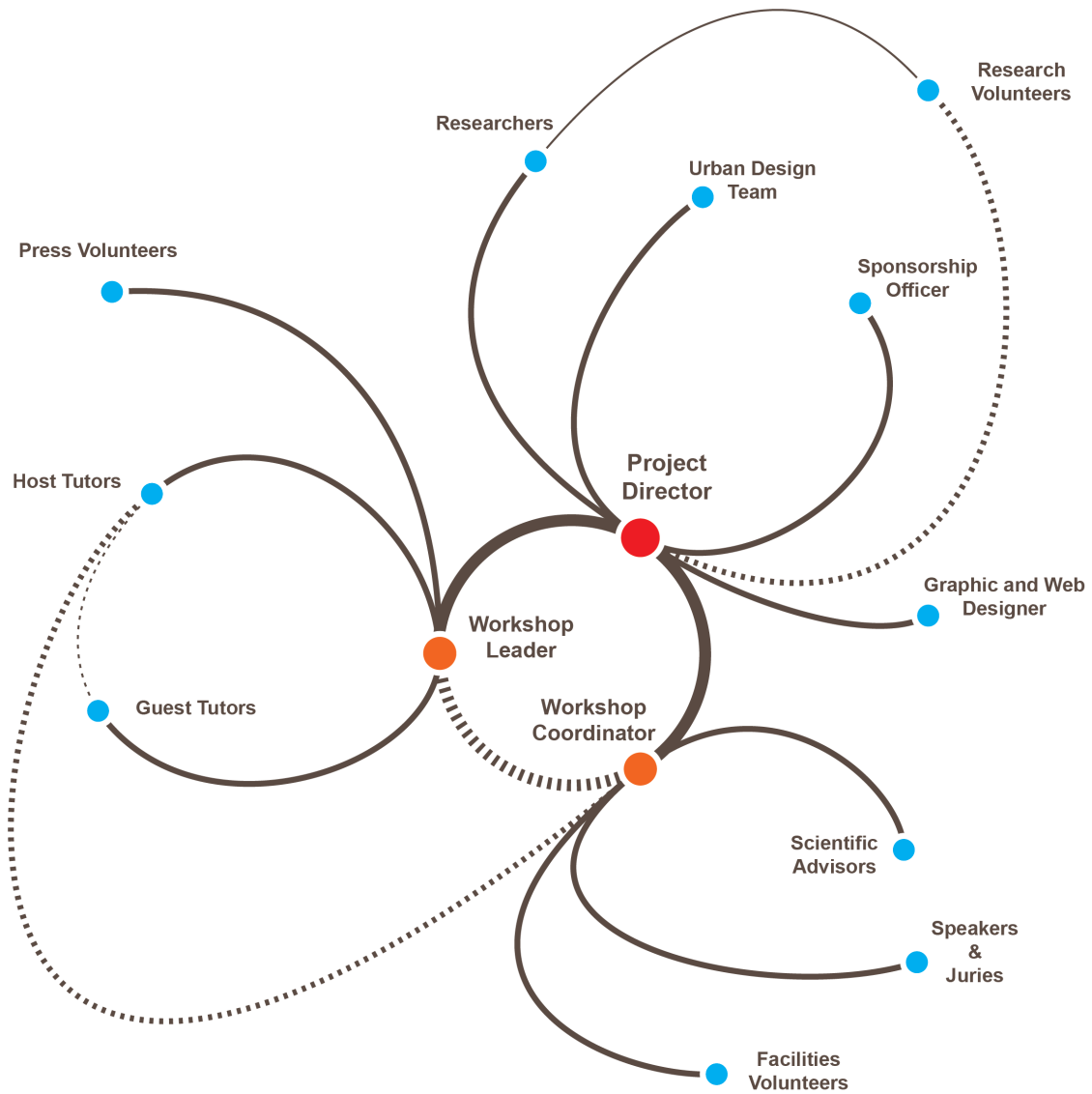
Different roles and team management structure

2. Project Director

Estimated workload: **554.7 hours**

Share of total project workload: **15.04%**

Areas of responsibility including tasks and subtasks as indicated in the project schedule

1. PROJECT DIRECTION: Define project aims and main deliverables; Define main research questions.

2. PROJECT MANAGEMENT: Define team roles and prepare job descriptions; Prepare budget and schedule; Review and evaluate project; Prepare project presentations for team and partners; Prepare project presentation for sponsors.

3. TEAM BUILDING: Staff initial team positions; Staff other non-volunteer positions (not Tutors); Staff volunteer positions.

4. PARTNERSHIP BUILDING: Research possible partners; Complete partnership.

5. MEDIA AND COMMUNICATIONS: Prepare media communication plan; Promote workshop phase 1 (after website launch), Announcements in UT websites, facebook, twitter, mailchimp; Promote workshop phase 1 (after website launch), Setup and manage advertising; Promote workshop phase 2 (after programme release), Announcements in UT websites, facebook, twitter, mailchimp; Promote workshop phase 2 (after programme release), Setup and manage advertising.

6. FINANCIAL ADMINISTRATION: Manage invoicing, accounting, and payments; Manage final accounts and payments.

7. PUBLIC REPRESENTATION AND COMMUNICATION: Workshop Week, Moderate final presentations.

8. ADMINISTRATION: Update contacts network; Prepare material for website and media; Update websites; Publish and distribute material to media, partners, team.

Team management

The Project Director supervises/manages the work and related enquiries of:

1. Workshop Leader

2. Workshop Coordinator

3. Sponsorship Officer

4. Researchers

5. Urban Design Team

6. Graphic and Web Designer

Key Deliverables

1. Project Schedule and Budget

2. Project Proposal and Presentation Packs

3. Research Aims Statement

4. Communication and Media Plan

3. Workshop Leader

Estimated workload: **543.5 hours**

Share of total project workload: **14.73%**

Areas of responsibility including tasks and subtasks as indicated in the project schedule

1. PROJECT DIRECTION AND MANAGEMENT: Develop theme and directions; Review and evaluate project.

2. PARTNERSHIP BUILDING: Research possible partners; Engage press and media sponsors; Complete partnership.

3. WORKSHOP ORGANISATION: Staff guest tutor positions; Manage participants' enquiries; Organise social activities and public events; Organise talks and invite speakers; Engage jury members; Prepare workshop day-to-day schedule; Prepare content for workshop programme; Workshop Week, Manage venue, welcome and guide participants, team, guests ; Workshop Week, Manage submissions of unit work.

4. MEDIA AND COMMUNICATIONS: Research communication channels; Prepare press packs; Prepare website content; Promote workshop phase 1 (after website launch), Circulate announcements across social media pages and groups; Promote workshop phase 1 (after website launch), Prepare and schedule facebook and twitter posts; Promote workshop phase 1 (after website launch), Individual emails to relevant contacts, global list; Promote workshop phase 2 (after programme release), Circulate announcements across social media pages and groups; Promote workshop phase 2 (after programme release), Prepare and schedule facebook and twitter posts; Promote workshop phase 2 (after programme release), Individual emails to relevant contacts, global list; Promote community engagement and public events.

5. ADMINISTRATION: Archive and document project production.

6. PUBLIC REPRESENTATION AND COMMUNICATION: Workshop Week, Moderate internal juries; Workshop Week, Moderate final presentations.

Team management

The Workshop Leader reports to the Project Director and supervises/manages the work and related enquiries of:

1. Workshop Coordinator
2. Host Tutors
3. Guest Tutors
4. Press volunteers

Key Deliverables

1. Workshop Theme Statement
2. Communication Channels, Global List
3. Press Packs
4. Day-to-day Workshop Schedule

4. Workshop Coordinator

Estimated workload: **537.4 hours**

Share of total project workload: **14.57%**

Areas of responsibility including tasks and subtasks as indicated in the project schedule

1. PARTNERSHIP BUILDING: Research possible partners; Engage main partners and secure venue; Engage press and media sponsors; Complete partnership.

2. PROJECT DIRECTION AND MANAGEMENT: Define the urban problem, Review and evaluate project.

3. WORKSHOP ORGANISATION: Organise participants accommodation; Identify sites of investigation/intervention; Collect data and research resources; Staff host tutor positions; Engage jury members; Organise social activities and public events; Organise team accommodation; Register participants; Manage participants' enquiries; Organise talks and invite speakers; Finalise registrations; Check and prepare venue; Workshop Week, Prepare participation certificates.

4. MEDIA AND COMMUNICATIONS: Research communication channels; Promote workshop phase 1 (after website launch), Individual emails to relevant contacts, local list; Promote workshop phase 1 (after website launch), Individual emails to media sponsors and partners; Promote workshop phase 1 (after website launch), Create and manage facebook page; Promote workshop phase 2 (after programme release), Individual emails to relevant contacts, local list; Promote workshop phase 2 (after programme release), Individual emails to media sponsors and partners; Promote workshop phase 2 (after programme release), Create and manage participants facebook group; Promote community engagement and public events.

5. PUBLIC REPRESENTATION AND COMMUNICATION: Workshop Week, Manage venue, welcome and guide participants, team, guests; Workshop Week, Moderate talks; Workshop Week, Moderate final presentations.

6. ADMINISTRATION: Archive and document project production.

Team management

The Workshop Coordinator reports to the Project Director and the workshop Leader, and supervises/manages the work and related enquiries of:

1. Scientific Advisors

2. Facilities volunteers

3. Speakers and Juries

Key Deliverables

1. Definition of the Problem

2. Communication Channels, Local List

3. Social Media platforms

5. Researchers (x2)

Estimated workload (each): **192.8 hours**

Share of total project workload (each): **5.23%**

Areas of responsibility including tasks and subtasks as indicated in the project schedule

1. RESEARCH WORK: Prepare literature review on urban problem; Prepare spatial analysis report; Workshop Week, Process fieldwork data; Prepare urban research report.

2. FIELDWORK AND COMMUNITY ENGAGEMENT ORGANISATION: Prepare fieldwork exercise, Prepare community engagement exercise; Workshop Week, Supervise fieldwork; Workshop Week, Manage community engagement exercise.

Team management

Researchers report to the Project Director and supervise/manage the work and related enquiries of:

1. Research volunteers

Key Deliverables

1. Literature Review

2. Spatial Analysis Report

3. Fieldwork Exercise

4. Community Engagement Exercise

5. Research Report

6. Urban Design Team (x2)

Estimated workload (each): **36 hours**

Share of total project workload (each): **0.98%**

Areas of responsibility including tasks and subtasks as indicated in the project schedule

1. URBAN DESIGN WORK: Prepare urban design and policy report

Team management

The Urban Design Team reports to the Project Director.

Key Deliverables

1. Design and Policy Report

7. Scientific Advisors (x3)

Estimated workload (each): **92 hours**

Share of total project workload (each): **2.49%**

Areas of responsibility including tasks and subtasks as indicated in the project schedule

1. RESEARCH CONSULTANCY: Define the urban problem; Develop theme and directions; Identify sites of investigation/intervention; Collect data and research resources; Define main research questions.

Team management

Scientific Advisors report to the Workshop Coordinator.

Key Deliverables

1. Data and research resources

8. Sponsorship Officer

Estimated workload: **64 hours**

Share of total project workload: **1.73%**

Areas of responsibility including tasks and subtasks as indicated in the project schedule

1. SPONSORSHIP MANAGEMENT: Research possible sponsors; Engage sponsors.

Team management

The Sponsorship Officer reports to the Project Director.

Key Deliverables

1. Sponsors Engagement Plan

9. Graphic and Web Designer

Estimated workload: **140 hours**

Share of total project workload: **3.79%**

Areas of responsibility including tasks and subtasks as indicated in the project schedule

1. GRAPHIC DESIGN WORK: Prepare graphic design matrix; Prepare promotional material; Prepare workshop website; Prepare workshop programme.

Team management

The Graphic and Web Designer reports to the Project Director.

Key Deliverables

1. Graphic design matrix

2. Promotional material

3. Workshop website

4. Workshop programme

10. Host Tutors (x7)

Estimated workload (each): **56 hours**

Share of total project workload (each): **1.52%**

Areas of responsibility including tasks and subtasks as indicated in the project schedule

1. WORKSHOP PREPARATION AND TEACHING: Develop workshop unit abstracts; Develop final unit descriptions; Workshop Week, Visit sites of investigation.

Team management

Host Tutors report to the Workshop Leader.

Key Deliverables

1. Workshop unit abstract
2. Final unit description

11. Guest Tutors (x7)

Estimated workload (each): **72 hours**

Share of total project workload (each): **1.52%**

Areas of responsibility including tasks and subtasks as indicated in the project schedule

1. WORKSHOP PREPARATION AND TEACHING: Develop workshop unit abstracts; Develop final unit descriptions; Workshop Week, Supervise participants' groupwork.

Team management

Guest Tutors report to the Workshop Leader.

Key Deliverables

3. Workshop unit abstract

4. Final unit description

12. Facilities Volunteers (x2)

Estimated workload (each): **43 hours**

Share of total project workload (each): **1.17%**

Areas of responsibility including tasks and subtasks as indicated in the project schedule

1. PROJECT SUPPORT: Workshop Week, Assist venue facilities and IT; Workshop Week, Organise poster productions and exhibition; Workshop Week, Manage printing.

Team management

Facilities Volunteers report to the Workshop Coordinator.

13. Press Volunteers (x2)

Estimated workload (each): **35 hours**

Share of total project workload (each): **0.95%**

Areas of responsibility including tasks and subtasks as indicated in the project schedule

1. PROJECT SUPPORT: Workshop Week, Photo-document workshop and events; Workshop Week, Manage social media and press.

Team management

Press Volunteers report to the Workshop Leader.

14. Research Volunteers (x2)

Estimated workload (each): **32 hours**

Share of total project workload (each): **0.87%**

Areas of responsibility including tasks and subtasks as indicated in the project schedule

1. PROJECT SUPPORT: Workshop Week, Supervise fieldwork; Workshop Week, Assist community engagement exercise; Workshop Week, Process fieldwork data.

Team management

Research Volunteers report to the Researchers.

15. Remuneration

General

Remuneration for each role is dependent on the project's financial success, i.e., on the remaining income after all other expenses, including company fees of 20% on all income received, are paid.

Distribution

Remaining income is distributed amongst collaborators, except volunteers, on the basis of the "Share of total project workload", i.e., the ratio of the individual working hours of each role to the total working hours of the project team.

Exceptions

Remuneration for certain roles (e.g., sponsorship officer) may be through commission or fixed fees. Volunteers are paid a fee for their expenses.

NB

The total amount of the remaining income available for remuneration is accounted in end-of-project accounts communicated to all project collaborators after the end of the project.