

2018 Project Assistants Team Expectations



Wednesday, 2nd May 2018

UoM Sustainable Campus

How Do Staff Get Involved in Green Impact?

Individuals located in the same physical space (such as an office, department, floor or building) form a team to jointly undertake a series of actions from a pre-designed toolkit. The toolkit has been developed to help teams improve the environmental performance of their workspaces. Once teams have completed a certain number of actions, they will gain an accreditation. Green Impact is fun, flexible, and voluntary. Teams can complete as many actions as they like, even if it's just one or two. The main aims are to help raise awareness of sustainability and implement action.

Teams may choose to have a Project Assistant(s) (University of Melbourne students) to help them implement sustainability actions in their workplace.

Team Expectations

- Arrange an initial introductory meeting and then meet regularly with your project assistant.
- Encourage them in a supportive environment to be innovative, make suggestions and take a valuable role within the team.
- Set clear tasks and activities for your project assistant. Be clear in your expectations if you have a specific methodology of how to do certain things.
- Introduce them to other members of the team and support them in fulfilling their role.
- You may, if you wish, complete a Green Impact Project Assistants Agreement with your student, which can be found on our website. This is not compulsory but can help you agree upon mutual expectations about the role and how you will work together.
- Provide constructive, supportive feedback where appropriate, in a safe and supportive environment.

- Consider Project Assistants as 'one of the team', invite them to meetings and events where needed.

Benefits

- Project Assistants have already been trained in the Green Impact program. They are an extra resource and will help lighten the load. They will be a valuable member to your team.
- Contact the Sustainable campus team if you would like another project assistant to join your team.

Student Expectations

- To commit approximately 30 mins to 2 hours per week (May – September) to their team
- Support their team to implement sustainability actions and ensure timely submission of the toolkit.
- To gain work place experience and increase transferrable skills.

Program Support

Training Sessions: Training sessions will be available throughout the program.

Drop-in sessions: We will host several drop-in sessions for all participants to keep in touch with us, each other and provide a forum for sharing and learning.

- Tuesday 31st of July: Drop-in Q&A #1
- Thursday 16th of August: Drop-in session Q&A #2

Yammer: A Green Impact group is available for you to share information and learn from each other.

If you need any additional support or have any concerns please do not hesitate to email the Sustainable Campus team at any time: sustainable-campus@lists.unimelb.edu.au

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