This first iteration of the student hub in late 2014 was a starting point towards bringing key information together from a diverse range of sources into a unified interface, with the goal of making this important information easy to find and to create a more seamless, cohesive and reliable experience for students.

**MY ROLE:**
Working alongside project managers, marketing experts, UX researchers and testers and content developers, my role focused on developing wireframes, mock-ups, HTML prototypes, web design and CMS template development and developing support documentation for site maintainers.

**TOOLS USED:**
- Illustrator / Acrobat (wireframes and functional specifications)
- Bootstrap (HTML prototype / template framework)
- Squiz Matrix CMS
- HTML, CSS, SASS
- jQuery, PictureFill
- Photoshop (image editing)
- Wave, colour contrast checkers and WCAG code validators
- Basecamp (team / stakeholder comms)
- Evernote (project comms)
- Git (site back-ups, basic versioning)
In 2014 University of Melbourne launched its first iteration of a University-wide intranet and the first of a series of themed hubs. The goal for this project was to consolidate a number of key University staff-only web resources under a unified information architecture and to present staff-only information and communications in a secure, consistent and user-focused way.

**MY ROLE:**
Working with a diverse and changing team and stakeholders, I was involved in many aspects including concept pitching (developing a series of ‘straw men’ mock-ups), HTML wireframes and prototypes, and responsive/mobile-first template development in Squiz Matrix CMS on a Bootstrap framework. I also helped with importing and editing content.

**TOOLS USED:**
- Illustrator / Acrobat (wireframes and functional specifications)
- Fireworks (straw men)
- Bootstrap (HTML prototype / template framework)
- Squiz Matrix CMS
- HTML, CSS, jQuery
- Photoshop (image editing)
- Excel
- Basecamp (team / stakeholder comms)
- Jira agile (team comms and project tracking)
- Git (site back-ups, basic versioning)
Along with custom handover training (in person), this support site is provided to site administrators and maintainers inside their site folder and provides tools and instructions specific to maintaining their site as well as links into relevant information provided elsewhere by internal and external web communities to help them with their maintenance tasks.

Each support site is based on a standard base template so I can implement it quickly for each new project. It uses nested content areas for efficient reproduction, ease of updates and consistency of messaging, but is also easily customisable for each client or project and administrators can easily build upon it.
Websites identity for Coatesville Library & Community Centre

This website was developed in semester 1, 2009 for a subject on Information and Interface Design. It was for a fictional library and community centre in the eastern suburbs (Glen Eira council).

The centre provides a large number of services to the community and hosts a large volume of information on the site for the diverse audiences it serves. It was important to organise this information in a way that was welcoming and engaging and not overwhelming. It had to be easy-to-use for new users as well as efficient-to-use for frequent visitors.

The design was inline with the branding of other information design (some of which is shown on the next page). The goal for the aesthetic is clean and open, a place of cool, peaceful respite; comfortably suburban; modern and a little bit refined.

It also uses some of the colours from the Glen Eira logo, so when the logos are used together they are harmonious.
CASUAL ROOM HIRE
Application Form and Agreement

Use this form to book rooms at the Coatesville Library and Community Centre on a casual basis. To complete this form online, or for more information on the rooms available for booking, please refer to our Function Room brochure available online at www.coatesville.library.nsw.gov.au/facilities. Brochures and forms are also available at library reception.

1 CLIENT/CUSTOMER DETAILS

Name
Group/Company/Organisation
ABN
Address
Postcode
Telephone
Email

2 FUNCTION DETAILS

Nature of function:
- [ ] Wedding
- [ ] Seminar
- [ ] Meeting
- [ ] Other (please specify):

Number of people attending
Function Date
Time of hire: From ___________ to ___________
Note: This booking is subject to approval. A deposit is required.

Room(s) required:
- [ ] Main Hall
- [ ] Library
- [ ] Kitchen
- [ ] Any other specific requirements

Equipment Required
- [ ] PA
- [ ] Whiteboard
- [ ] Overhead Projector / Screen
- [ ] Lectro
- [ ] Teas/coffee
- [ ] Table (Shawl Additional Hire Fee)
- [ ] Name Tag
- [ ] TV/Video
- [ ] Any other specific requirements
WEBSITE
SCENTER OF HEALING

In Semester 1, 2010 I developed a website for Scenter of Healing, an aromatherapy practice. The deliverables for this project included:

- Logo design
- Moodboards / style guide
- Site Maps
- Wireframes
- Paper Prototypes
- Designs
- A working website

The look and feel for Scenter of Healing is soft, earthy and ephemeral. The logo is a mandala flower, representing wellbeing and spiritual centering.
In early 2012 I was involved in coordinating a project for a redesign of the web publishing hub (until it was merged into a new project).

My work on this project involved:
- Return / creative brief
- Usability research (stakeholder and user interviews, true intent study using Loop 11)
- Information architecture
- Content strategy
- Mock-ups
- Wireframes
- Site development in Squiz CMS
- Content inventory in CMS to track site progress and assist with site maintenance
- Page tables – each page in the site had hidden page metadata information that could be viewed from a bookmarklet or a special link in the table. This was designed to allow editors a quick, in-context view of the page intent, status and ownership.
In November and December 2012 I designed interfaces for the ITS website and interface elements for an ITS service desk tool, Remedy.

The goal was to incorporate styles preferred by site users (feedback that came out of extensive user studies conducted by my colleagues) including a dashboard style interface and mega menus, and to support a more straightforward and user friendly approach to content that would be accessible for all target users.

My role on this project included the following:

- Design of a visual system (eg. colours / icons) for use across systems and mediums
- Banner design
- Layout design
- Responsive HTML prototypes
- CMS template development and model content pages (6 layouts)
- Design of content management tools to help content managers build and manage the site content
- Design, build and content for a support website for content managers and site maintainers

Feedback from stakeholders, content managers and users was very positive.

Sortable table with information and tools for content managers (screenshot from development in progress)
This design was undertaken for a subject called Contextual Studies in an assignment on Semiotics. The goal was to change the meaning of an existing promotional design using visual language to engage a different audience.

I chose a website design for a local fitness centre, for which the existing promotional design was 'no-frills masculine'. The current website design was also no-frills / non-design.

The new design is aimed at a more 'aspirational' and 'lifestyle' focused audience. The look and feel is vivid, high-contrast and energetic.
Developed a project brief to verbal guidelines provided by HR Management and incorporating extensive peer/industry research.

- Development of project plan, adapting plan to fit in with current HR priorities.

- Developed mock-ups of the site interface in Fireworks.

- The design has been composed with a view to balancing branding guidelines, web standards and visually illustrating HR’s current strategy. The aim has been to create a layout which is harmonious and consistent with other University sites and yet provides the HR site a with a fresh look which facilitates site users to see HR in a new way and find content more easily.

- Developed of a content inventory, including suggested improvements to information architecture.

- Leading and developing a content management strategy, including outlining clear role definitions and establishing review cycles.

- Developing a modular style sheet library with extensive documentation and style guides.

- Currently working on development of an interactive prototype in the CMS.

- After release I aim to continually improve the site based on user feedback, studies and continued research.
Developed in 2008, this website’s purpose was to onboard new staff. It provided a structured introduction to the University, links, resources and next steps for staff to orientate themselves in their first days and weeks of work. The project aimed to improve the consistency of induction processes across the University.

The goals for the look and feel were warm, clean and simple and reflecting University values, eg. gold and silver in the background to represent the value of excellence. It also incorpo-rated branding assets from the new Marketing and ITS templates to ensure consistency of navigation and brand experience.

The stylesheets and interface assets are part of a modular library shared with the main HR site.

My role involved:

- concept support and advocacy
- layout and design
- style guide
- image sourcing and editing
- providing advice on site architecture
- development in Squiz Matrix CMS, CSS and HTML
- data entry and formatting for web

Tools used:

- Adobe Fireworks and Photoshop
- Adobe Dreamweaver
- Squiz Matrix CMS
My role in forms design for University Administration areas has included:

- Research, testing and support for the Administration forms project
- Prototype designs for the project
- Template design
- Development of a forms website, including content
- Design of HR forms (a suite of 50+ forms), using:
  - Microsoft Word
  - InDesign & PDF
  - MySource Matrix CMS
  - LiveCycle
- Ongoing maintenance of HR forms
- Support to design of finance forms and other administrative areas needing help with Word forms development.
I have developed a range of templates in Microsoft Word for use within Human Resources. These templates use inbuilt Styles and field codes (for typing over, and for an overview of data to be edited) to keep information consistent and professional in appearance as well as making documents easier to develop and maintain.

These templates have included:
- Position descriptions
- Letters
- Faxes and memos
- Proposals
- Agendas and minutes

**Position Description**

<table>
<thead>
<tr>
<th>Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXX</td>
</tr>
</tbody>
</table>

**Classification**

- HEH X or Lecturer, Level X

**Salary**

- Sal xxx x - Sal xxx p.a. (pro-rata)

**Supervision**

- Employee contribution of x%

**Employment Type**

- Full-time / part-time (casual or fixed-term) position
  - Fixed-term contract type: fixed-term contract type
  - Available for x months / years / data

**Other Benefits**

- [URL: www.humanresources.unimelb.edu.au]
  - Benefits of employment

**Current Position**

- New / Vacant / NA

**How to Apply**

- Online applications are preferred. Go to [www.jobs.unimelb.edu.au](http://www.jobs.unimelb.edu.au) and use the Job Search system to find the position by title or number.

**Contact forEnquiries Only**

- Name
- Tel: 123 456 7890
- Email: name@unimelb.edu.au
  - Please do not send your application to this contact

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**Position Summary**

**Position Number**

**University of Melbourne**

**Position Title**

**Position Number**

**Position Summary**

1. **Selection Criteria**
   - **Essential**
     - Selection criteria
     - Selection criteria
     - Selection criteria
     - Selection criteria
   - **Desirable**
     - Selection criteria
     - Selection criteria
     - Selection criteria
     - Selection criteria

2. **Special Requirements**
   - Special requirements
   - Special requirements
   - Special requirements
   - Special requirements

3. **Key Responsibilities**
   - Key responsibilities
   - Key responsibilities
   - Key responsibilities
   - Key responsibilities

4. **Job Complexity, Skills, Knowledge**
   - **Professional Staff Only**
     - Level of supervision / independence

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For more information about working for the University of Melbourne, visit our website: [www.hr.unimelb.edu.au/careers](http://www.hr.unimelb.edu.au/careers)
These pages show some spreads from a book showcasing some of my illustration work.

The book was themed around pattern formation in nature, natural flow and growth towards complexity.

The spreads here illustrate branching, spirals and currents.
My role in the HR manual included:

- Working with a minimal / changing brief to develop an interface for the HR manual, including Word templates and a web interface in the CMS
- Developing Word templates including Styles, numbered headings and form fields
- Interface design for website in the CMS and basic styles and structural templates
- Working with a large and swiftly changing team to get a large volume of information up within a very quick turnaround time
- Working on populating content in the manual
- Training key content developers and formats to use the templates
In previous roles, I have developed a lot of publications and flyers, including newsletters.

**MEME MAGAZINE**

Featured here is a spread from a magazine developed for a unit on publication design. This included:
- Cover
- 4 page article spread
- Reviews section

Also shown on this page is one of the covers for the newsletters I developed in my previous role.

**FOOTPRINTS**

By Karen Cox

**WHY DO WE ASSUME THAT ONLINE Publishing is GREATER than print and paper?**

When it comes to the environmental impact of communication media, print is usually singled out as the dirty old man. It is unambiguously bad that should be. But, the story is more complex and, everything happens in the working at one end and is possible to intuitively draw a link between cause and effect. In the world of the we live in, with the internet, with social media, the meaning can be expressed, and I am sure you have a feeling for any you think.

PUBLICATION DESIGN

In previous roles, I have developed a lot of publications and flyers, including newsletters. Meme magazine. Featured here is a spread from a magazine developed for a unit on publication design. This included:
- Cover
- 4 page article spread
- Reviews section

Also shown on this page is one of the covers for the newsletters I developed in my previous role.

**THE INFORMATION GAP**

In those other roles, I produced the keynotes, grand communications and the print that drives the information on the digital world's, and communications. The data is used to be featured on this page. I am sure you have a feeling for any you think.

The paper industry is one of the great success stories of modern recycling. Paper is not the enemy of the environment it is made out to be.

**THE TECHNOLOGY OF ONLINE**

The technology is easy to use—and makes it easy to forget that there is a large infrastructure humming away behind the scenes. E-books have to produce the laptops, smartphones and the print that drives the information on the digital world's, and communications. The data is used to be featured on this page. I am sure you have a feeling for any you think.

The paper is not the enemy of the environment it is made out to be. The technology is easy to use—and makes it easy to forget that there is a large infrastructure humming away behind the scenes. They are used to provide the information on the digital world's, and communications. The data is used to be featured on this page. I am sure you have a feeling for any you think.

The paper industry is one of the great success stories of modern recycling. Paper is not the enemy of the environment it is made out to be.
I regularly developed information sheets, flyers, brochures, presentations and a variety of other print and screen design for CarerLinks North (Moreland Community Health Service).

Illustrated here are some of the information sheets.
I have developed a number of IT instruction documents in Word/PDF for print, and also for the intranet.

Here is an example of some illustrated sheets included with the data projector, which is lent out to people with varying levels of experience and comfort levels with setting up such equipment.

Also, this particular unit (now retired) was a wily machine, who could require a lot of coaxing and troubleshooting to operate. Documenting its quirks visually in these sheets made remembering troubleshooting steps much easier.