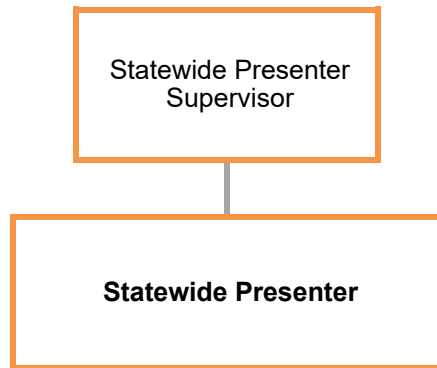


**JOB TITLE:** Statewide Presenter  
**REPORTING TO:** Statewide Presenter Supervisor  
**LOCATION:** Western Australia



**POSITION OVERVIEW**

Statewide Presenters are responsible for inspiring students, teachers and the general public across the state through the delivery of engaging, enthusiastic and informative science programs to diverse audiences. Reporting to the Statewide Presenter Supervisor, Statewide presenters will deliver programs to both metropolitan and regional schools. While occasional travel across the state is required for periods of up to 3 weeks, Statewide Presenters are primarily required to deliver programs in the metropolitan area.

Working as part of a rostered team, Statewide Presenters will deliver programs in a range of environments, both indoors and outdoors, including schools, shopping centres, agricultural shows and events throughout metropolitan and regional WA.

It is expected that, as with all Scitech staff, this position adopts agile work practices, with a customer centric and future-oriented focus on best practice and digital solutions and actively creates and maintains a healthy and safe workplace.

**OUR VISION**

Scitech’s vision is to be a world leader in providing innovative and creative STEM programs that inspire, engage and develop citizens for Western Australia’s social well-being, economic prosperity and sustainability.

**OUR MISSION**

To increase awareness, interest, capability and participation by all Western Australians in science, technology, engineering and mathematics.

Position	PD Statewide Presenter 202010		Page 1/3	Employee Initials
Functional Unit	Statewide	Date Effective: July 2020	Version: 2.1	

## ROLES AND RESPONSIBILITIES

### Delivering Scitech Services

Responsibilities
<ul style="list-style-type: none"> <li>Ensure programs are presented consistently and in line with Scitech's program content, objectives, policies and procedures.</li> </ul>
<ul style="list-style-type: none"> <li>Liaise with customers to ensure targeted, safe delivery of Scitech programs, and perform administrative tasks including the creation of journey management plans and invoices.</li> </ul>
<ul style="list-style-type: none"> <li>Actively seek information to develop a comprehensive understanding of Statewide outreach operations and procedures.</li> </ul>
<ul style="list-style-type: none"> <li>Proactively initiate familiarisation with new programs including learning content, engaging in supplementary research and participate in individual and/or group rehearsal.</li> </ul>
<ul style="list-style-type: none"> <li>Develop knowledge of Scitech products and services and actively promote when liaising with educators and other organisations.</li> </ul>
<ul style="list-style-type: none"> <li>Assist in the review of current outreach programs as required or directed.</li> </ul>

### Work Health and Safety

<ul style="list-style-type: none"> <li>Promote and adhere to all Scitech Work Health and Safety Policies and Procedures to ensure legislative requirements for the position are met.</li> </ul>
<ul style="list-style-type: none"> <li>Complete Work, Health and Safety training as required, including manual handling, first aid and driver training.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure internal and external operational areas are clean and maintained and report hazards and incidents to the Technical Coordinator</li> </ul>
<ul style="list-style-type: none"> <li>Ensure all equipment and vehicles are in operational order and report maintenance requirements to the Technical Coordinator.</li> </ul>

### Core Organisation Responsibilities

Responsibilities
<ul style="list-style-type: none"> <li>Work as part of a team that contributes to the overall success of Scitech through participation in meetings and training, providing advice and support to other Scitech staff and actively supporting a culture of continuous improvement.</li> </ul>
<ul style="list-style-type: none"> <li>Demonstrate commitment to the Employee manual requirements and all organisational policies, procedures and protocols.</li> </ul>
<ul style="list-style-type: none"> <li>Work collaboratively across Scitech to plan, share and contribute to team resources for agile projects and other business priorities/initiatives</li> </ul>

Position	PD Statewide Presenter 202010	Page 2/3	Employee Initials
Functional Unit	Statewide	Date Effective: July 2020	Version: 2.1

## REQUIRED SKILLS AND EXPERIENCE

SKILLS AND EXPERIENCE	ESSENTIAL OR DESIRABLE
Public presentation experience (science communications highly preferred).	E
Experience working with children, ideally a teaching or coaching role.	E
Previous experience researching, planning and programming for a public presentation.	E
Proven effective written and verbal communication skills with the ability to target communication to diverse audiences.	E
Demonstrated commitment to Work Health and Safety Policies, Procedures and initiatives.	E
Current and unrestricted 'C' class manual drivers' licence.	E
Current Working with Children Check or ability to obtain one.	E
Achievement of WACE Certificate or equivalent.	E
Tertiary Qualification in STEM, Education or Science Communication.	D
Ability to communicate an interest in STEM engagement and education	E

### SIGNATURES:

#### STATEMENT OF THE INCUMBENT:

I accept the accountabilities of this position and agree to produce the results, perform the work, and meet the standards outlined in this Position Description.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

#### STATEMENT OF THE INCUMBENT'S MANAGER:

I agree to provide a working environment, necessary resources and appropriate training to enable the accountabilities of this position (results, work and standards) to be accomplished.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Date

Position	PD Statewide Presenter 202010		Page 3/3	Employee Initials
Functional Unit	Statewide	Date Effective: July 2020	Version: 2.1	