

Position Title Secondary STEM Coordinator	Business Area Customer-Facing Delivery
Position Description Id.	Functional Unit Statewide

Reporting relationships

Reports to:	Manager, Statewide
Direct reports:	Nil

Context

Our Purpose

Scitech's purpose is to inspire engagement by all Western Australians in science, technology, engineering and mathematics.

Our Values

Passion - We are passionate about Scitech and our purpose. This passion is the energy that inspires our excellence.

Respect - We are honest, respectful and look out for each other's well-being. We foster a supportive community by being open-minded and welcoming of people of all ages, genders, abilities, and cultural backgrounds.

Innovation - We encourage innovation and creativity. We learn and grow by working together.

Fun - We share the fun we have at work by including each other and the community, engaging our own curiosity and encouraging it in others.

Sustainability - We minimise our environmental footprint, responsibly using our responsibility using our resources and energy.

Our context

As a not-for-profit organisation, we're reliant on the generosity of our government, education, corporate and community partners. Because of their long-term investment and support, we're able to do more, reach further, engage minds, inspire imaginations and enable STEM long into the future.

Primary purpose of the role

The Customer-Facing Delivery portfolio is responsible for the design, development and delivery of Scitech's products including providing operational management and oversight to Science Centre, Statewide, Learning Futures and Digital Delivery channels.

The Secondary STEM Coordinator is responsible for planning, developing and coordinating the delivery of Scitech's secondary education programs such as (but not limited to) Beyond the Beaker and Make it to Market. The role delivers Scitech programs ensuring maximum science engagement, enthusiasm and understanding. This role delivers programs in a diverse range of environments throughout Western Australia including schools, shopping centres, community centres, agricultural shows and events.

This role requires the delivery of programs to schools at Scitech and into regional areas. As a result of this, infrequent trips outside of Perth will be required. It is expected, as with all Scitech staff, that this position adopts agile work practices, with a customer centric and future-orientated focus on best practice and digital solutions, as well as actively participate in maintaining a healthy and safe workplace.

Summary of key accountabilities, challenges and relationships

Key accountabilities

- Coordinate and maintain Scitech's secondary programs such as Beyond the Beaker and Make it to Market.
- Plan, coordinate and deliver regional tours managing a small team of presenters.
- Support the training of staff delivering responsible programs by providing appropriate documentation, running training sessions and coaching.
- Coordinate day-to-day program administration tasks including confirmation calls, job sheets and invoice creation requests.
- Undertake delivery of programs to schools and community groups.
- Document information to facilitate reporting and communication for Statewide specific corporate and community partners.
- In consultation with Insights & Marketing team, explore the STEM needs of students and their teachers and recommend new opportunities to meet these needs.
- In consultation with Customer Insights team, distribute, analyse, report and make recommendations from program evaluations.
- Participate in the design and development of exhibits and programs.
- In collaboration with exhibition construction team, work on the maintenance and development of program assets.
- Coordinate maintenance and storage of program resources in conjunction with the Operations Coordinator, to achieve operational outcomes and effective use of physical resources.
- Maintain and explore opportunities for own personal development and continuous learning of contemporary pedagogy practices.
- Manage financial and key performance indicator requirements of allocated programs in collaboration with the Manager, Statewide.
- Undertake other duties as directed from time to time.

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Key challenges

- Behavioural management of students.
- Delivery of programs meeting the expectation of the audience.
- Maintaining personal safety when travelling to regional and remote areas of Western Australia.

Key relationships

- Customers, members and partners of Scitech
- Customer Insights & Marketing team
- Educators and external customers
- Operations team staff: program coordinators; and bookings and events staff
- All other business areas

Capabilities and behavioural indicators

Essential or Desirable

The following selection criteria are to be read in the context of the key accountabilities, challenges and relationships of this position.

Role specific <i>and undertakes other duties as directed</i>	
Ability to maintain a level of fitness commensurate with a role requiring frequent manual handling and driving long distances.	E
Demonstrated ability to adapt to changing environments including regional travel across Western Australia.	E
Demonstrated public presentation skills and experience presenting to a range of audiences.	E
Experience working with children, ideally in a teaching or coaching role.	E
Demonstrated experience working within a diverse team and the ability to role model for and mentor presenters through new and engaging delivery and ongoing feedback.	E
Demonstrated experience and skills managing incidents and complaints through diplomatic and responsive communication and problem solving.	E
Personal attributes	
Continuously displays dedication to personal integrity, accountability, flexibility and collaboration.	E
Team and self	
Demonstrated capability to use initiative and organisational skills, work independently, proactively and constructively participate in a team environment and prioritise information and tasks to manage time effectively and meet deadlines.	E
Communication	
Highly developed written and verbal communication skills as well as excellent interpersonal skills including the ability to build positive working relationships with customers and staff at all levels on a range of topics in a consultative role.	E
Technology	
Experience with MS Office Suite (Word, Excel and PowerPoint, Teams) and SharePoint.	E
Qualifications and licences	
Working with Children Check <i>or ability to obtain one</i>	E
First aid certificate	E
Manual 'C Class' drivers' licence	E
Mental health first aid certificate	D
Science or Education related tertiary qualification	D

Signatures

Employee

Name

Signature

Date