

Position Title Manager, Engineering, Maintenance and Construction	Business Area Exhibition & Operations
Position Description Id.	Functional Unit Engineering, Maintenance and Construction

Reporting relationships	
Reports to:	General Manager, Exhibition and Operations
Direct reports:	Exhibition Engineer, Electrical Engineer, Electrical Technician, 4x Exhibition Technicians

Context
<p>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.</p> <p>Our Mission To increase awareness, interest, capability and participation by all Western Australians in science, technology, engineering and mathematics.</p> <p>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.</p>

Primary purpose of the role
As the Manager of Engineering, Maintenance and Construction at Scitech, you will play a vital role in overseeing the construction, engineering and ongoing maintenance of exhibits that inspire curiosity and engage visitors in the wonders of science, technology, engineering and maths. Working closely with a team of designers, software developers, science communicators, you will lead efforts to create captivating interactives that engage visitors of all ages.

Summary of key accountabilities, challenges and relationships
<p>Key accountabilities</p> <p><u>Exhibit Development and Management:</u></p> <ul style="list-style-type: none"> Collaborate with the exhibits team to conceptualise, design, and implement innovative exhibits that align with Scitech's strategy, goals and focus. Plan and execute the construction of exhibits, ensuring adherence to safety standards, quality control, and budget constraints. Regularly assess and maintain existing exhibits, identifying areas for improvement and implementing necessary updates to enhance functionality and visual appeal. Stay abreast of emerging technologies and innovative trends in exhibit design and interactive experiences Encourage the incorporation of new technology into exhibit development, ensuring that exhibits remain at the forefront of innovation. Promote cross-disciplinary collaboration, allowing technicians and designers to learn from each other and expand their expertise. <p><u>Team Leadership:</u></p> <ul style="list-style-type: none"> Provide strong leadership to the team, fostering a positive and collaborative work environment that encourages creativity, experimentation, open communication and continuous improvement. Inspire team members to explore new ideas

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- Assign tasks and set clear objectives for team members, ensuring efficient use of resources and timely completion of projects.
- Offer guidance and support to team members, fostering their professional growth and development.
- Demonstrated effective leadership skills in a management role with capabilities to manage, collaborate and hold a high performing team accountable.

Equipment and Inventory Management

- Oversee the workshop's inventory of tools, equipment, and materials, ensuring they are well-maintained and readily available for exhibit construction and maintenance.
- Coordinate with the procurement team to acquire necessary supplies, staying within budgetary constraints and maintaining efficient inventory control.
- Demonstrated experience with planning and budgeting of a business to achieve agreed outcomes within cost and schedule constraints.

Health and Safety Compliance

- Uphold strict adherence to health and safety protocols, ensuring a safe working environment for all staff members and visitors.
- Conduct regular safety training sessions and promote a safety-first culture within the workshop.

Collaboration and Communication:

- Foster effective communication and collaboration with cross-functional teams, including designers, software developers, science communicators and management, to ensure seamless integration of exhibits into Scitech's programs and events.
- Participate in regular meetings to share updates, progress, and challenges with the wider organisation and all relevant stakeholders.
- Facilitate discussions that promote constructive feedback and the refinement of ideas to achieve exceptional outcomes.
- Cultivate partnerships with external experts, researchers, and technology companies to bring new perspectives and possibilities to exhibit creation.
- 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.

Key challenges

- **Innovation Management:** Balancing the desire for innovation with practicality and budget constraints, ensuring that new exhibit ideas are both creative and feasible.
- **Resource Allocation:** Efficiently allocating resources, including time, materials, and personnel, to ensure projects are completed on schedule and within budget.
- **Safety Compliance:** Maintaining a strong commitment to safety protocols and standards while encouraging an environment of creativity and experimentation.
- **Technology Integration:** Keeping up with rapidly evolving technologies and finding ways to seamlessly integrate them into exhibits to enhance visitor experiences.
- **Multidisciplinary Collaboration:** Facilitating effective communication and collaboration between designers, technicians, education staff, and delivery staff to ensure a cohesive and impactful visitor experience.
- **Maintenance and Upkeep:** Ensuring the ongoing maintenance and updates of existing exhibits to keep them engaging, functional, and safe for visitors.

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- **Budget Management:** Making strategic decisions to allocate funds for exhibit development, maintenance, and improvement while adhering to budget constraints.
- **Staff Development:** Nurturing a team culture that encourages innovation and professional growth among workshop staff while addressing any potential conflicts or skill gaps.

Key Relationships

- Coordinators and Managers within construction, electronics, facilities and built assets.
- All other business areas

Capabilities and behavioural indicators

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

Essential or Desirable

Role specific *and undertakes other duties as directed*

- Technical expertise - Possesses a strong understanding of construction techniques, materials and technology integration relevant to exhibit development and maintenance E
- Safety Focus - Demonstrates a strict commitment to safety protocols and regulations E
- Project Management - Demonstrates ability to successfully plan, organise and oversee multiple exhibit project simultaneously, including refurbishments and ongoing maintenance. E
- Team Leadership - Demonstrates leadership that motivates and empowers a diverse team E
- Adaptability - Demonstrates ability to problem solve and adaptability to new trends and technologies to create impactful interactive experiences. E
- Collaboration – Demonstrates ability to facilitates cross functional collaboration between technicians, designers, science communicators and external partners, promoting effective communication and shared goals. E
- Resilience – demonstrates resilience and adaptability in the face of challenges, demonstrating the ability to pivot and find alternative solutions when needed E

Personal Attributes

- Continuously displays dedication to personal integrity, accountability and collaboration E

Technology

- Intermediate experience with MS Office Suite (Word, Excel and PowerPoint, Teams) and SharePoint. E

Qualifications and licences

- Tertiary qualifications or significant demonstrated experience in Mechatronic, Mechanical, Electronic Engineering or Construction Management E
- Valid C class driver license E
- Forklift license D
- Working at Heights D
- Working with Children Check *or ability to obtain one* E

Signatures

Employee

Name _____ Signature _____



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