

STEM Outreach Manager



Curtin University

POSITION NUMBER	3369619	SCHOOL/AREA	Student Engagement
CLASSIFICATION	G08	FACULTY	Science and Engineering
LINE MANAGER	Director Student Engagement	POSITION NUMBER	3508307
PURPOSE OF POSITION			
The STEM Outreach Manager provides leadership for the STEM outreach program under the direction of the Director Student Engagement. Key elements of the position are strategic direction of STEM outreach, coordination (of outreach staff, students and programs), development (of new and innovative activities), and partnership building (with schools, students, scientists, organisations and users of STEM).			
KEY RESPONSIBILITIES AND ACCOUNTABILITIES			
<ul style="list-style-type: none">• Manage and oversee Curtin’s STEM outreach programs and facilitate collaboration in outreach and promotional activities.• Provide direction, leadership and guidance to the various staff members that report to this position.• Collaborate (as appropriate) with other outreach, marketing and recruitment and PR staff at Faculty and University level.• Oversee development and delivery of new outreach programs.• Seek external funding where possible for outreach programs/events/activities/resources that encourage participation in STEM at all levels, and particularly at Curtin.• In collaboration with Director, Student Engagement and relevant Heads of Schools, monitor and report on effectiveness of Faculty outreach programs and activities.• Oversee the production of resources (including articles, stories, fact sheets and brochures) to communicate our STEM activities to our target audiences – school students and their parents, teachers, careers advisors, current Curtin students and the general community.• Oversee administration requirements for STEM outreach including budget and expenditure.• Develop and implement a strategic plan for STEM outreach.• Identify opportunities for Curtin STEM especially those that encourage collaboration with other key organisations.• Represent or oversee representation of Curtin STEM on appropriate committees and boards to ensure Curtin is well represented and kept abreast of new opportunities.• As a member of the University community, demonstrate the highest possible standards of professional and personal conduct, modelling the University’s Values and Signature Behaviours.• Undertake other activities associated with the portfolio which the incumbent might reasonably be expected to do, and which are consistent with the specific accountabilities and responsibilities outlined above.			
KEY PEOPLE INTERACTIONS			
<ul style="list-style-type: none">• Director Student Engagement• Other STEM outreach staff• Heads of School• Faculty staff and students• Faculty and University Marketing staff• Prospective Student Office staff• Equity Office staff• Faculty International Office• Public relations staff• Department lab staff• Academic staff		<ul style="list-style-type: none">• Relevant external bodies such as funders, other outreach/educational organisations and industry.• School students• School teachers• Parents	
POSITION/ORGANISATIONAL UNIT DIMENSIONS			
Mathematics, science, technology and engineering (STEM) are all vital to our way of life, our health, and our economy, and Curtin University is extremely proud of its excellent record in research and education in these disciplines. To show its commitment to these important areas, the University is making major investments in purpose-built learning facilities, including the \$116 million Resources and Chemistry Precinct, and is involved in a variety of high-impact research initiatives, including the Murchison Widefield Array and the Square Kilometre Array.			
For more information see: http://science.curtin.edu.au/outreach/			
Organisational Chart (attached)			

CRITERIA				
Qualifications	1. A tertiary qualification in education and/or STEM related discipline, with subsequent extensive relevant experience or equivalent knowledge and experience.			
Knowledge, Experience and Skills	2. Proven ability to liaise and collaborate with schools and other relevant institutions and industry bodies. 3. Demonstrated effective written and oral communication skills and ability to present complex STEM concepts to different audiences. 4. Demonstrated experience in successfully leading and managing a team. 5. Demonstrated knowledge of school operational contexts and the WA and Australian Curriculum. 6. Demonstrated effective organisational skills and capacity to work independently within established guidelines and within a larger team. 7. Proven capacity to coordinate and organise effective STEM and/or education based events and develop resources to support these (web and print), especially within a large organisation.			
Desirable	1. Knowledge of the school and university-sector in general and Curtin University in particular. 2. An understanding of the importance of the role that science plays in local industry and the university courses and careers relating to these.			
WORK REQUIREMENTS				
<ul style="list-style-type: none">Occupants of this position has been identified as requiring a Working with Children Check (WWC) therefore the occupant will be required to provide a valid WWCC card in accordance with University Policy.Regional and /or interstate travel may be required.Possess a current WA drivers licence				
CAPABILITIES & BEHAVIOURS (Curtin Leadership Framework)				
It is a requirement that staff in leadership roles exhibit and model capabilities and behaviours consistent with the Curtin Leadership Framework. These include:				
Managing Self	Leading Others	Leading Innovation & Change	Leading Strategically	Managing Operations
Understanding self & others	Building & leading high performance teams	Thinking creatively & fostering innovation	Thinking strategically & having vision	Managing Curtin resources
Modelling Curtin Values	Developing staff capability	Managing change	Setting goals & objectives	Continuous quality improvement
Managing time and wellbeing	Facilitating participative decision making	Influencing and inspiring others	Thinking analytically to solve problems	Managing complex projects
Building working relationships	Dealing with conflict			
Effective Communication				
UNIVERSITY VALUES				
<p>All staff must commit to and uphold Curtin’s Values which are:</p> <ul style="list-style-type: none">Integrity – to act ethically, honestly and with fairnessRespect – to listen, value and acknowledgeCourage – to lead, take responsibility and questionExcellence – to strive for excellence and distinctionImpact – to empower, enable and inspire				
For more information please visit: http://www2.curtin.edu.au/strengthening-our-culture/values/index.cfm				
COMPLIANCY & LEGISLATIVE REQUIREMENTS				
Occupational Safety and Health All <u>supervising staff</u> are required to undertake effective health and safety measures to ensure compliance with the Occupational Safety and Health Act 1984 and related legislative requirements.				
<u>All staff</u> must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.				
Ethics Equity and Social Justice <u>All staff</u> are responsible for informing themselves of their obligations and responsibilities in relation to Ethics, Equity and Social Justice. In particular, all staff must demonstrate appropriate and professional workplace behaviours in accordance with the University’s Values and Code of Conduct.				
Staff must familiarise themselves and comply with all other University policies and procedures and legislation relevant to the position.				

ENDORSEMENT			
I certify that the information contained in this document is a true and accurate depiction of the requirements of the position			
Manager		Human Resources Registered	
Manager Signature		Date Registered	
Date		Document Last Updated	February 2018

Organisational Chart

