THE UNIVERSITY OF MELBOURNE

Museums and Collections
Chancellery

Learning & Outreach Manager (STEAM)

POSITION NO: 0060361	0060361
CLASSIFICATION	UOM 7
SALARY	$106,432 – $115,211 per annum
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	1.0 FTE
BASIS OF EMPLOYMENT	Fixed-term temporary parental leave contract (December 2024 until December 2025)
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Email: UMandC-Feedback@unimelb.edu.au *Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The University of Melbourne has endorsed a vision to unify its museums and collections under the umbrella of a Cultural Commons. This integrated strategy will guide the University's cultural estate to enhance scholarly and public value and strengthen the University's global cultural standing.

The Museums and Collections Department has been established to ensure coordination and alignment with university objectives. The Department is responsible for Buxton Contemporary, Science Gallery Melbourne, The Ian Potter Museum of Art, Old Quad Treasury, MPavilion Parkville and the Grainger Museum.

The aim of the Department is to build a collaborative and flexible network around the University's cultural assets so students, staff members local and global communities gain knowledge and understanding of contemporary and traditional cultures, scientific discovery and creative practice.

Guided by the academic and civic pursuits of the University, the University of Melbourne has developed a cultural strategy with the following goals:

1. Ensure UoM Museums, and collections are appropriately managed supported, and integral to Melbourne's cultural fabric

2. Enrich the social and intellectual life of our students and communities in order to empower them with the skills, resilience, courage and creativity to address the great challenges of our time.

3. Ensure communities feel connected and engaged with our programs, our place and our collections

 4. Provide academics and students with enhanced access to a unique set of assets for research and teaching

5. Develop an internationally active model of best practice museology that is admired and adopted by other leading Universities across the world.

The Learning & Outreach Manager (STEAM) works closely with the Head of Learning Experiences and Deputy Head, Learning Programs to develop and deliver an engaging, exciting and future-focused STEAM (science, technology, engineering, art and maths) learning and outreach program onsite at Science Gallery Melbourne, other Museums & Collections venues, in schools and online through digital programming.

1. Key Responsibilities

- Collaborate with the Head of Learning Experiences and Deputy Head, Learning Programs to co-design and deliver curriculum-focused and industry-linked STEAM learning experiences including student experiences, teacher professional development, digital programs, and event-based forums.

- Develop and deliver curriculum focused outreach and access programs across all venues, with a particular focus on Science Gallery Melbourne, that target and engage specific groups including females, lower SES groups, disability access, LQBTQIA+, and First Nations people.

- Oversee the day-to-day operational management of the program, including budgets, risk assessments, financial forecasting, and reporting.

- Lead a team of casual Learning Experience Facilitators to deliver peer-to-peer learning experiences, and develop and deliver a program of professional development opportunities for these facilitators.

- Assist Senior Development Manager in developing and maintaining partner relationships and sourcing new external funding opportunities for the STEAM learning program.

- Collaborate with the Learning & Outreach Manager (Visual Arts) to ensure a cohesive approach to learning and outreach programs across all Museums & Collections venues.

- Support the Learning Officer and Senior Learning Coordinator in teacher relationship activities and contributions to the development of communications and engagement programs/strategies, including social media, newsletters, marketing, research articles, presentations, and public events.

- Contribute to the planning, review, evaluation and reporting processes for the University of Melbourne, Museums & Collections, Science Gallery Melbourne, Science Gallery International and the Victorian Government's Department of Education.

- Support and collaborate with the Head of Learning Experiences, Deputy Head, Learning Programs and the broader Learning Experiences Team to develop the strategic direction and operational delivery of the Learning Experiences Program.

- Work with Indigenous colleagues to embed First Nations-led content into the learning program.

- Assist with, and adhere to, the implementation of processes and policies within the University of Melbourne and Victorian Government's Department of Education, including educational, OHS, Child Safety and other regulatory policies.

- Promote the 'Vision and goals' of the organisation, both internally and externally, with professionalism and enthusiasm.

- Support a culture of achievement that acknowledges the input of others and maintain a safe and productive work environment that is free from discrimination, bullying and harassment.

2. Key Selection Criteria

2.1 ESSENTIAL

- A relevant tertiary qualification; or relevant experience in education or education programs in a cultural or public engagement environment;

- Demonstrated experience in developing and delivering STEAM learning experiences for secondary school audiences;

- A comprehensive understanding of the Victorian and National Secondary School Curriculum;

- A strong network in the education sector and experience in developing teacher professional development;

- Highly experienced in the establishing, planning, coordinating, delivering and evaluating education programs for secondary school students;

- Ability to be creative, imaginative and strategic in developing cross-curriculum and multidisciplinary education programs;

- A passion for STEM and the creative industries and an understanding of how this is embedded in interdisciplinary learning.

- A strong interest in meaningful audience engagement within a museums and gallery setting;

- Experience in successfully managing teams.

2.2 DESIRABLE

- Experience working on digital and other outreach programs.

- Teaching experience within a school or classroom environment, preferably secondary schools.

- Experience with informal learning environments such as museums, libraries or galleries.

2.3 OTHER JOB-RELATED INFORMATION

- This position requires the incumbent to hold a current and valid Working with Children Check (or VIT registration).

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE
This position works under the broad direction of the Head of Learning Experiences. The incumbent will be expected to work with a high level of independence and be self-motivated, prioritise workloads and plan ahead. This position will have the discretion to innovate within their function and is required to take responsibility for outcomes.

3.2 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Professional knowledge is required, which comes from professional qualifications and/or professional experience in the education sector, and or, creative industries.

3.3 RESOURCE MANAGEMENT
The Learning & Outreach Manager (STEAM) will manage education and outreach staff, including a team of casual facilitators. The incumbent will be responsible for managing project budgets and for the development and implementation of local processes and procedures that promote best practice and collaboration ensuring effective and efficient

operational services.

3.4 BREADTH OF THE POSITION

Global, Culture & Engagement Department-led strategy and initiatives are developed consultatively and impact at the University-wide level. It is essential that the Learning and Outreach Manager has the conceptual, analytical and people skills to operate across this breadth of scope and is able to develop the networks to facilitate leadership through influence.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward based on merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 MUSEUMS AND COLLECTIONS

The Museums and Collection Department aims to build a collaborative and flexible network around the University's cultural assets to enable students, staff members local and global communities to gain knowledge and understanding of contemporary and traditional cultures, scientific discovery and creative practice.

The objectives of the Department are as follows:

- o To further the University's academic mission through new pedagogical and engagement opportunities;

- o To respect the past and lead into the future by providing a platform for students, staff and communities to gain access and an understanding of the contemporary and traditional cultures, values and knowledges of Indigenous Australians, and

- o To serve the community within and beyond the campus boundaries by capitalising on the University's substantial cultural estate to build a global reputation, student and public engagement.

The Department sits within the Global, Culture & Engagement Division of The University of Melbourne which includes Policy and Government Relations; University Governance; Strategy, Planning and Performance; Community and Cultural Partnerships; Marketing and Communications; and HR & OHS. The Vice-President (Strategy and Culture) works closely with the deans and other members of the University's senior leadership team to develop and implement University strategy and associated initiatives.

[Museums and Collections at the University of Melbourne (unimelb.edu.au)](https://unimelb.edu.au)

https://melbourne.sciencegallery.com/learning-experiences

https://about.unimelb.edu.au/diversity-inclusion/strategy-and-policy

6.2 BUDGET DIVISION

The budget division sits within the Global, Culture and Engagement Department at The University of Melbourne.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and reward.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers.

6.4 ADVANCING MELBOURNE

 The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available https://about.unimelb.edu.au/strategy/governance