

Position Description

Engagement Officer

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| Position No: | NEW |
| Business Unit: | Provost |
| Division: | LISAF |
| Department: | Department of Animal, Plant and Soil Sciences |
| Classification Level: | HE06 |
| Employment Type: | Full-time, Fixed-term (3 years) |
| Campus Location: | Melbourne (Bundoora) |
| Other Benefits: | http://www.latrobe.edu.au/jobs/working/benefits |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

La Trobe Institute for Sustainable Agriculture and Food - <https://www.latrobe.edu.au/research/lisaf>

ARC CoE Plants for Space - <https://plants4space.com/>

For enquiries only contact:

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Position Context/Purpose

The position of Engagement officer will contribute to education and outreach programs within the La Trobe Institute for Sustainable Agriculture and Food (LISAF) and ARC Centre of Excellence in Plants for Space (P4S).

The mission of LISAF is to use and translate innovative research to maintain and increase food production and quality in a sustainable manner. LISAF encompasses a “paddock to gut” program across five Domain areas of 1. Farming Systems – Soils and Agronomy, 2. Protected Cropping – Medicinal Agriculture & Horticulture, 3. Fit for Purpose Seeds, 4. Food and Nutrition, and 5. Food Business, Food Security and Technology. The appointee will also be a member of P4S that sits within Domains 2 & 3 and is a national program involving 5 Australian Universities (University of Adelaide, Flinders University, University of Western Australia, La Trobe University, University of Melbourne) and more than 35 partners across the world including academic institutions, Space agencies and enablers, closed environment agriculture companies, education providers, and government and technology partners. P4S aims to create on-demand, zero-waste, high-efficiency plants and plant products to address grand challenges in sustainability for Space and on Earth.

The engagement officer will co-design and run education activities and public events within Victoria to communicate research programs and inspire students to engage with multidisciplinary STEM approaches to solve real-world challenges in agriculture/ food/ nutrition. They will work with the Director of LISAF and Domain leads to develop effective education and community engagement activities to promote LISAF and to support the “paddock to gut” vision of the Institute. In the P4S role, the appointee will be one of 4 engagement officers (VIC, SA, WA) and work with the P4S education manager and partner organisations. The P4S ‘People’ program has the ambitious education and outreach agenda to train >400 researchers and higher degree research students; outreach to 200,000 primary/secondary students and the public across Australia; and research and leadership training for P4S researchers to develop job-ready entrepreneurship skills for Space and Earth industries.

The position will be located within the AgriBio building, a state-of-the art agricultural biosciences building at the La Trobe University Bundoora campus where LISAF and P4S is headquartered.

Duties at this level will include:

- Undertakes planning involving resources use and develop proposals for resource allocation to **coordinate and deliver outreach events and projects** to public and school audiences.
- Generates original ideas and innovative solutions through the provision of specialist know how and advice as appropriate to contribute to the **design and development** of LISAF and P4S themed flagship school outreach programs (incursion/excursion), and evaluation initiatives.
- Applies appropriate expertise and uses judgement to make decisions where solutions are not obvious, to develop, maintain and enhance **relationships with partners and stakeholders** e.g. schools and teachers, education providers, researchers, industry, and the community.
- May have supervisory and line management responsibility and potentially some indirect reports. This may include mentoring and professional development to **support outreach presenters to communicate effectively** with public and school audiences.
- Sets priorities and monitors workflows and systems within an area of responsibility and other teams, including La Trobe University division of external engagement team, the Director LISAF, P4S engagement officers in Vic, SA and WA and researchers, to maximise **awareness and engagement in the wider community** through the media. Examples include social media, publications, video/radio, podcasts, explainers, illustrations.

- Ensures professional and quality service standards are maintained and applied within own area of activity to **promote and administer** (book in, communicate and follow up, etc..) public and school events as well as **collect and collate** participation and evaluation data.
- Work at this level may require the ability to investigate, interpret or evaluate information.
- Represents LISAF and P4S in other engagement activities that may include; participating in local and national organizations, conferences, hosting booth at public events, teacher resource development (3D printed materials/code/robotics).
- Travel, driving, and manual lifting will be required.

Essential Criteria

Skills and knowledge required for the position.

- Completion of a teaching qualification or relevant teaching experience
- Demonstrated experience communicating curriculum-aligned science, technology, engineering or maths related topics and evidence of presentation skills (in-person/digital) in education settings.
- Demonstrated capacity to organise and manage events for broad public audiences, including STEM outreach.
- Demonstrated ability to use a range of media (i.e. social media, publications, video/radio, podcasts, explainers, illustrations) to communicate clearly to a broad range of audiences, including students, teachers, public and industry.
- High level proficiency in time and workload management, with demonstrated ability to prioritise effectively, manage competing demands, meet deadlines and achieve results.
- Ability to work in a professional and responsive manner within a team environment demonstrating excellent interpersonal skills.
- Demonstrated ability to manage relationships with a broad range of stakeholders, both internal and external.
- Proven experience collecting participation data in education/engagement settings and reporting outcomes of activities.
- Ability to innovate, problem-solve and take responsibility for outcomes.

Desirable Criteria

- Worked in primary or secondary schools or non-classroom education settings (museum, gallery, zoo, laboratory).
- Involvement in programs promoting career pathways in space, agriculture, nutrition or Food.
- Experience in development of STEM-based learning resources, examples include robotics, coding, 3D printing, 'tinkering/crafty', AR/VR, digital.
- Experience coordinating mentoring or professional development programs

Capabilities required to be successful in the position

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to think creatively, explore new ideas and respectfully challenge existing practices in order to improve current ways of working.
- Ability to enable a safe, inclusive, high-performing team culture, prioritising staff mental health and wellbeing.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

La Trobe's Cultural Qualities:

**WE ARE
CONNECTED**



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

**WE ARE
INNOVATIVE**



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

**WE ARE
ACCOUNTABLE**



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

**WE
CARE**



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

For Human Resource Use Only

Initials: Date: