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POSITION DESCRIPTION

Museum Education Officer

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| Position Level | 6 |
| Faculty/Division | Medicine & Health |
| Position Number | <i>ADMIN ONLY</i> |
| Original document creation | September 2021 |

Position Summary

A **Museum Education Officer** plays a key role within Medicine & Health, UNSW, to develop, support and deliver engaging educational programs for visitors to the Museum of Human Disease, including high school students, other community groups and public visitors with an emphasis on human pathology, health, and disease prevention.

The role reports to the Museum Team Leader.

Accountabilities

Specific accountabilities for this role include:

- Deliver a diverse range of educational programs for Museum visitors in person or online. Visitors range from primary students, secondary students, nursing, health professionals and other groups.
- Direct, manage and educate visitor groups attending the Museum, either in person or online.
- Develop engaging and appropriate resources (worksheets, posters, displays, presentations, digital tools) to enhance the outreach program of the Museum in accordance with UNSW and visitor requirements.
- Contribute to Museum operations, including processing visitor bookings and enquiries, communicating with visiting groups and invoicing and processing payments.
- Liaise with schools and the wider educational community to promote and inform them about the Museum's educational programs.
- Maintain awareness of current research in the field of medical science, including pathology.

- Support the creation of a cohesive Education & Student Experience team across the Faculty and continuous improvement through proactively identifying areas for development, and participating in projects to improve practices across the team.
- Align with and actively demonstrate the **UNSW Values in Action: Our Behaviours** and the **UNSW Code of Conduct**.
- **Cooperate with all** health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health & safety of yourself or others.

Skills and Experience

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
- Proven ability to deliver education programs, with a focus on outreach / science communication programs.
- Demonstrated ability to develop educational programs and resources in line with school science curriculums.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- Highly advanced interpersonal, written and oral communication skills with demonstrated capacity to engage a diverse audience.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- High proficiency of computer literacy, working with a range of computer systems and applications, including Microsoft Office 365 suite including Teams, One Drive and Outlook and with using UNSW's enterprise systems.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.