

# Position description

<b>Position title:</b>	<b>Program Officer, Ballarat Tech School</b>
<b>Faculty and/or School/Section/VCO:</b>	<b>Federation College</b>
<b>Campus:</b>	<b>SMB Campus. Travel between campuses may be required.</b>
<b>Classification:</b>	<b>Within the HEW Level 7 range</b>
<b>Employment mode:</b>	<b>Fixed-term appointment</b>
<b>Probationary period:</b>	<b>This appointment is offered subject to the successful completion of a probationary period.</b>
<b>Time fraction:</b>	<b>Full-time</b>
<b>Recruitment number:</b>	<b>843744</b>
<b>Further information from:</b>	<b>Ms. Sofia Fiusco, Associate Director, Ballarat Tech School Telephone: (03) 5327 8287 E-mail: <a href="mailto:s.fiusco@federation.edu.au">s.fiusco@federation.edu.au</a></b>
<b>Position description approved by:</b>	<b>Associate Professor Shirley Fraser Executive Director, Federation College</b>

**This position description is agreed to by:**

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The University reserves the right to invite applications and to make no appointment.**

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources

Document owner: Manager, HR Shared Services

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## Position Summary

The Ballarat Tech School (BTS) is a State Government initiative developed to establish Victoria as the Education State. BTS is hosted by Federation University to provide almost 10,000 Ballarat students from fifteen partner schools access to high tech learning in a cutting edge purpose built facility. This shared learning centre is a partnership between local schools and industry focusing on preparing students for a changing world, strengthening their employability skills and developing their understanding and application of STEM (Science, Technology, Engineering, and Mathematics) skills. The Ballarat Tech School will commence operation for the 2018 school year, with the centre program and procedures being developed in 2017.

The Ballarat Tech School will be a stimulating and supportive learning environment in which the students are immersed in positive STEM learning experiences that promote self-confidence, a willingness to take risks and an opportunity to learn about the world around them. Students will be challenged to question and reflect on new experiences that link to their prior knowledge and skills, whilst engaging in a technology rich environment.

The Program Officer, Ballarat Tech School is responsible for the co-design, program development, resource design, program delivery, and continuous improvement of the programs on offer. BTS programs will link to the five main industry areas of Advanced Manufacturing, Information Technology, Food & Fibre, Health Science and Renewable Energies with an integrated STEM approach to inquiry based learning.

The Program Officer, BTS will work closely with the Associate Director to develop new program opportunities and establish mutually beneficial relationships with Schools and other key stakeholders.

## Key Responsibilities

1. In collaboration with the Associate Director, Ballarat Tech School, contribute to the design, development and delivery of innovative learning programs on behalf of the Ballarat Tech School by:
  - Coordinating STEM programs through project management including timelines, documentation, implementation and review.
  - Conducting industry and teaching and learning program research in consultation with key internal and external stakeholders as part of the program co-design model.
  - Contributing to the development of a BTS learning program database that includes industry knowledge and resources.
  - Delivering and documenting engaging and innovative programs which imbed the application of STEM and 21<sup>st</sup> century learnings including participative, interactive methods of student engagement that link to real-world learning.
  - Coordinating the preparation and maintenance of teaching and learning resources within BTS to ensure that programs are operational and meet the needs of the participating schools.
  - Reviewing, modifying and continuously improving BTS programs which adapt to the needs of the participating schools and industry developments.
  - Ensuring the use of technology in the development of collaborative teaching and learning processes.
  - Preparing instructional materials (i.e. handouts, learning activities, etc.) relevant to BTS programs and resources.

2. Facilitate learning experiences for students across years 7 – 12 that build a positive learning environment based on productive collaboration, encouraging and supporting students to be responsible for their learning and facilitating substantive discussions, investigation and creativity.
3. Experience in engaging learners in new experiences by assessing their needs and adapting learning programs to expand the learning opportunities of the cohort. Using strategies to engage students in a learning process by connecting them to experiences through constructive feedback that supports and deepens their learning.
4. Develop collaborative relationships with stakeholders, including other tertiary institutions, professional organisations, industry groups, local business and school communities with a view to enhance educational opportunities, through projects for the BTS partner schools.
5. Identify and organise guest speakers and trainers to facilitate the knowledge transfer on topics relevant to the BTS and participating schools.
6. Facilitate induction and familiarisation for all visitors to the BTS to develop and ensure an awareness of a 'child safe' learning environment and safe use of BTS equipment and facilities.
7. Conduct professional development training and information sessions related to BTS programs to partnering schools teachers as required
8. Promote the BTS and associated programs across partner schools and ensure equitable access for all students and teachers.
9. Contribute to the development and design of the BTS website and promote BTS program opportunities.
10. Undertake other related duties and projects as directed by the Associate Director, BTS within the scope of this position.
11. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
12. Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

## Level of Supervision and Responsibility

The Program Officer, Ballarat Tech School will report to and work under the broad direction of the Associate Director, Ballarat Tech School.

The Program Officer, Ballarat Tech School is responsible for coordinating and facilitating BTS programs in collaboration with the Associate Director, Ballarat Tech School, including the design, development and delivery of programs. The Program Officer, Ballarat Tech School will be required to make decisions on a regular basis, recognising the consequences on the relevance and success of the BTS programs for partnering schools.

The Program Officer, Ballarat Tech School is also responsible for coordinating and engaging partner schools and ensuring a positive experience.

The Program Officer, Ballarat Tech School is further required to display initiative and generate innovative solutions to ensure the effective coordination of day-to-day program delivery in line with the operations of the BTS and University policies, procedures and processes.

The Program Officer, Ballarat Tech School will be required to work simultaneously on a number projects covering a wide range of activities, each at various stages of progression.

## Training and Qualifications

A degree, preferably in Education, with at least four years subsequent relevant experience; or extensive experience and management expertise in related technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.

All University positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) must hold a valid Working With Children Check (WWCC) or Victorian Institute of Teaching registration (VIT) Check .

## Position/Organisational Relationships

The Program Officer, Ballarat Tech School reports directly to the Associate Director, Ballarat Tech School and receives broad direction from the Executive Director, Federation College working closely with other staff in the BTS and partnering schools.

The Program Officer, Ballarat Tech School requires extensive professional knowledge and experience in teaching and learning and an understanding of learning program contexts and applications. The Program Officer, Ballarat Tech School will be expected to contribute to the development of University educational learning and teaching policies and procedures and provide advice and assistance to teaching staff, industry and community clients and the broader University community.

The Program Officer, Ballarat Tech School will be expected to liaise and develop mutually beneficial partnerships and networks with internal and external stakeholders and represent the BTS and the broader University within the community.

## Key Selection Criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. A degree, preferably in Education, with at least four years subsequent relevant experience; or extensive experience and management expertise in related technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated experience in the design, development and documenting of engaging and innovative educational programs that align to the Victorian Curriculum and Assessment Authority (VCAA) requirements and meet the needs of students across Years 7 – 12.
3. Demonstrated understanding and application of 21st century learning/teaching and STEM education principles within a secondary/tertiary educational context and industry application.
4. Demonstrated ability to facilitate a supportive and productive learning environment in which you work collaboratively with young people to promote independence, interdependence and self-motivation taking into account the diversity and differences of learners.
5. Demonstrated ability to implement student voice and youth participation processes that challenge and support young people to develop deeper levels of critical and creative thinking and connect strongly with their learning beyond the classroom.

6. Demonstrated ability to apply information and communication technologies to the teaching and learning process to suit the needs of a diverse range of students, including those with disabilities.
7. Demonstrated ability to work independently as well as an effective member of a multidisciplinary team to achieve learning and teaching objectives and deliver programs.
8. Demonstrated planning, coordination, administration and resource management skills, including the proven ability to review and implement workable solutions.
9. Demonstrated communication and public relations skills in order to be able to liaise and work effectively with a wide range of stakeholders, including members of the University, public and educational communities and industry partners.
10. Demonstrated working knowledge and application of the Child Safety Standards.
11. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.