

Position Description



Position title:	Program Manager, STEM
School/Directorate/VCO:	Federation TAFE
Campus:	SMB Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 8 range
Time fraction:	Full-time
Employment mode:	Fixed-term employment
Mandatory directions	Directions from Victoria's Chief Health Officer require all Victorian-based Federation University workers to be fully vaccinated, unless they are an Excepted Person as defined by the COVID-19 Mandatory Vaccination (Workers) Directions.
Further information from:	Damon Minotti, Associate Director, Ballarat Tech School Telephone: (03) 5327 8227 Email: d.minotti@federation.edu.au
Recruitment number:	851171

Position summary

The Program Manager, STEM will lead and manage the development of cutting-edge STEM programs and events, delivered by the Ballarat Tech School accessed by secondary schools in the region. This will require the incumbent to engage with partner schools, industry and key stakeholders to create and deliver innovative technology rich learning programs with high levels of support for integration into classrooms, building capacity and confidence for STEM in partner schools and their teachers.

The Program Manager, STEM is a key member of the leadership team, supporting the Associate Director to implement the strategic plan to realise the vision of BTS. They will require extensive professional knowledge and experience in teaching and learning and an understanding of learning program contexts and applications to drive educational excellence, generate program growth and build and maintain a motivated, effective, respectful team environment.

Portfolio

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 seventeen partner schools access to high tech learning in a cutting-edge purpose-built facility. The BTS, in partnership with local schools and industry, has a focus on preparing students for a changing world by strengthening their employability skills and developing their understanding and application of STEM (Science, Technology, Engineering, Mathematics) knowledge. In 2022 the BTS will also provide remote and virtual learning opportunities to students outside of Ballarat partner schools.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Lead and manage the development and delivery of leading-edge STEM programs that support the strategic plan and vision of the Tech School. This includes design, documentation and evaluation of innovative learning programs using emerging technologies linked to curriculum and local industries.
2. Build and foster a technology rich learning environment and a culture that inspires innovative thinking and skill development.
3. Collaborate with the STEM Educators to develop and manage STEM professional development for teachers from partner schools that increase capability and confidence in delivering STEM learning in the classroom.
4. Build and maintain strategic relationships, alliances and partnerships with key stakeholders to promote the vision and goals of the Tech School. This includes engaging with partner schools, STEM networks, industry and community partners.
5. Lead and inspire Tech School team members through modelling expert facilitation, as well as providing coaching, mentoring and support for professional development, to drive improvement and excellence in program delivery.
6. Drive the integration of Tech School programs delivered on-site into partner school's curriculum through the fostering of a co-design culture.
7. In collaboration with the Associate Director, Tech Support and Innovation Leader and BTS program staff, determine the appropriate equipment, resources and material needs for program delivery.
8. Lead continuous improvement initiatives and methods to ensure quality program outcomes.
9. Actively participate in an annual performance planning and review processes as required.
10. Deputise for the Associate Director, Ballarat Tech School as required.
11. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
12. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code 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 Manager, STEM, Ballarat Tech School will report to and work under the broad direction of the Associate Director, Ballarat Tech School.

The position is responsible for the effective coordination of day-to-day program delivery in line with the operations of the BTS and University policies, procedures and processes, allocating staff to ensure that all BTS programs are facilitated appropriately. This will require them to display initiative, generate innovative solutions and make consultative decisions on a regular basis.

The Program Manager, STEM is also responsible for coordinating the engagement with partner schools, ensuring the BTS team build positive relationships and networks. They will oversee the co-design and program development process to generate growth in partner school participation.

The Program Manager, STEM will be required to work simultaneously on a number of projects covering a wide range of activities, each at various stages of progression and possess a detailed understanding of the Ballarat Secondary school education landscape and the ability to solve and manage complex problems and relationships.

Position and Organisational relationships

The Program Manager, STEM, Ballarat Tech School reports directly to the Associate Director, Ballarat Tech School and will work collaboratively with both internal and external stakeholders and partner schools.

The Program Manager, STEM, 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 Manager, STEM, 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:

Training and qualifications

1. Completion of:
 - postgraduate qualifications in education or progress towards postgraduate qualifications and extensive relevant teaching experience; or
 - extensive experience and management expertise; or
 - equivalent combination of relevant experience and/or education.
2. A valid Working with Children Check (WWCC) or current registration with the Victorian Institute of Teaching (VIT) is required.

Experience, knowledge and attributes

3. Experience in the development, delivery and integration of innovative curriculum and learning programs, fostering collaboration and deep levels of 'critical and creative thinking' and using approaches that challenge existing practices in 21st century skills development and education.
4. Highly developed communication and interpersonal skills with experience and demonstrated ability to develop supporting learning environments that foster innovation and cater for diversity in learning, build strong collaborative relationships and influencing stakeholders to overcome challenges and ensure positive progress.
5. Technical expertise in a range of emerging technologies and a high level of understanding in STEM practice with

demonstrated skill in using technologies to achieve outcomes within applied learning in educational settings.

6. Experience in the development and review of promotional materials and curriculum resources for programs.
7. Demonstrated ability to work as an effective member of a multidisciplinary team and manage competing priorities and achieve deadlines, as well as inspire, lead and mentor staff.
8. Ability to research and analyse data, write reports and conduct presentations to inform key stakeholders across a broad range of audiences as well as the preparation of sound advice that will influence, policy and procedures on matters affecting the Tech School.
9. Demonstrated working knowledge and application of the Child Safety Standards.
10. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

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

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.