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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | ANU College of Science |
| **Faculty/School/Centre:**  | Research School of Physics & Engineering / Research School of Earth Sciences |
| **Department/Unit:**  | Physics Education Centre |
| **Position Title:**  | Liaison Officer - MeriSTEM |
| **Classification:** | ANU Officer Grade 5 (Administration) |
| **Position No:** | TBA |
| **Responsible to:** | MeriSTEM Project Manager |
| **Number of positions that report to this role:** | Nil |
| **Delegation(s) Assigned:** | Nil |

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| **PURPOSE STATEMENT**The Liaison Officer supports the MeriSTEM project, which aims to develop and assess the impact of high quality secondary STEM education resources. The Liaison Officer supports external stakeholders in their adoption and use of MeriSTEM, and assumes responsibility for many of the outward-facing aspects of the project. The Liaison Officer flexibly supports the needs of the project as it expands to disciplines beyond Physics and reaches new stakeholders and communities.**KEY ACCOUNTABILITY AREAS****Position Dimension & Relationships:** Reporting to the MeriSTEM Project Officer, the Liaison Officer is a front-line member of the MeriSTEM team, visiting classrooms and regularly engaging and maintaining relationships with secondary school teachers and students. As a member of the MeriSTEM team, the Liaison Officer will engage regularly with academic and professional staff project contributors across the College of Science. **Role Statement:**Under general direction, the Liaison Officer will:1. Act as the first point of contact, including responding to enquiries and providing first-level advice on the MeriSTEM project, redirecting enquiries to the relevant staff when needed, and drafting various reports and general correspondence as requested.
2. Provide high level project support, in particular, liaise with teaching staff and/or prospective teaching staff to ensure the efficient and effective delivery of education services; source and curate pre-existing educational materials; promote MeriSTEM to senior secondary teachers; and identify and recruit passionate volunteers and contributors to the MeriSTEM team.
3. Maintain MeriSTEM’s outward-facing presence, including websites, mailing lists, and other informational materials; liaise with stakeholders to collect information and update materials; and integrate consistent and well-presented online educational resources into the Open edX platform, and in-class educational resources into the resource repository.
4. Undertake school and classroom visits to observe senior secondary classes (both traditional and MeriSTEM classes) with the purpose of informing the future development and direction of MeriSTEM resources.
5. Leverage relationships and classroom visits to implement an evaluation regimen to assess the effect of MeriSTEM on student learning.
6. Provide general administrative and secretarial support on a range of other matters including, but not limited to: committee and event management support, room allocation and booking, arranging access cards and IT access and ensuring appropriate maintenance of office space and equipment.
7. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
8. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.
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| **SELECTION CRITERIA**1. A Degree or Year 12 certificate and extensive relevant experience in an educational environment, specifically in operation and development of a flipped classroom style education. Bachelor degree in Science or Education will be highly regarded.
2. Demonstrated interpersonal and communication skills with the ability to write effectively with accuracy, and an ability to consult and liaise effectively with a wide range of people in a culturally diverse environment.
3. Demonstrated experience in providing proactive, high-level outward-facing support as a team representative.
4. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high-quality outcomes.
5. Proficiency using a range of technologies, including ability to collect and collate data, prepare reports and documentation, as well as understanding of design principles and user experience. Familiarity with website design and upkeep would be highly regarded
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context
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| **References:** [Professional Staff Classification Descriptors](http://hr.anu.edu.au/employment-at-anu/enterprise-agreement/2013-2016/schedule-5-professional-staff-classification-descriptiors)  |

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|  | Pre-Employment Work Environment Report |

# Position Details

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| **College/Div/Centre** | CoS | **Dept/School/Section** | RSPE/RSES |
| **Position Title** | Liaison Officer - MeriSTEM | **Classification** | ANUO5 (Administration) |
| **Position No.** | TBA | **Reference No.** |  |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

1. This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see. http://info.anu.edu.au/hr/OHS/\_\_Health\_Surveillance\_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training\_and\_Development/OHS\_Training/index.asp
4. ‘Regular’ hazards identified below must be listed as ‘Essential’ in the Selection Criteria - see ‘ Employment Medical Procedures’ at http://info.anu.edu.au/Policies/\_DHR/Procedures/Employment\_Medical\_Procedures.asp

# Potential Hazards

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| 1. Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.
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| **TASK** | **regular** |  | **occasional** |  | **TASK** | **regular** |  | **occasional** |
| key boarding | [x]  |  | [ ]  |  | laboratory work | [ ]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | noise / vibration | [ ]  |  | [ ]  |
| fieldwork & travel | [ ]  |  | [ ]  |  | electricity | [ ]  |  | [ ]  |
| driving a vehicle | [ ]  |  | [ ]  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| Solar | [ ]  |  | [ ]  |  | gamma, x-rays | [ ]  |  | [ ]  |
| ultraviolet | [ ]  |  | [ ]  |  | beta particles | [ ]  |  | [ ]  |
| infra red | [ ]  |  | [ ]  |  | nuclear particles | [ ]  |  | [ ]  |
| Laser | [ ]  |  | [ ]  |  |  |  |  |  |
| radio frequency | [ ]  |  | [ ]  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances | [ ]  |  | [ ]  |  | microbiological materials | [ ]  |  | [ ]  |
| allergens | [ ]  |  | [ ]  |  | potential biological allergens | [ ]  |  | [ ]  |
| cytotoxics | [ ]  |  | [ ]  |  | laboratory animals or insects | [ ]  |  | [ ]  |
| mutagens/teratogens/carcinogens | [ ]  |  | [ ]  |  | clinical specimens, including blood | [ ]  |  | [ ]  |
| pesticides / herbicides | [ ]  |  | [ ]  |  | genetically-manipulated specimens | [ ]  |  | [ ]  |
|  |  |  |  |  | immunisations | [ ]  |  | [ ]  |
| **OTHER POTENTIAL HAZARDS (please specify):** |

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| **Supervisor’s Signature:**  |  | **Print Name:** | **Ethan Barden** | **Date:** |  |