



## POSITION DESCRIPTION

Museums and Collections  
Chancellery

### Head of Education – Science Gallery Melbourne

POSITION NO	0050814
CLASSIFICATION	UOM 9
SALARY	\$123,292 - \$128,275 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	1.0 FTE
BASIS OF EMPLOYMENT	Fixed term contract until Dec 2021
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	<i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

Science Gallery Melbourne is seeking a Head of Education to lead the development of a new STEM Education program and space at Science Gallery Melbourne.

Science Gallery Melbourne will be a bold new addition to the city, exploring the collision of art and science, and playing a vital role in shifting understandings of science, art and innovation.

Part of the acclaimed global Science Gallery Network and embedded in the University of Melbourne, the Gallery will be a dynamic new model for engaging young people with science.

The Gallery will open in early 2021 as part of Melbourne Connect, a new innovation precinct on the corner of Grattan and Swanston streets.

The Head of Education is part of the Engagement team and will lead the direction and strategy and design for a new and engaging large-scale STEM education program. The program and the space will be a unique and surprising learning environment facilitating inspiring and contemporary educational experiences for secondary students from identified local government areas.

The programs will focus on design thinking, STEM excellence, and outreach programs that encourage STEM participation and reflect the future of the workforce.

The Objectives of the Program are to:

- Inspire and engage students in the study of STEM
- Improve teacher confidence in teaching STEM and applying STEM to real world concepts
- Leverage Science Gallery experience and expertise to provide a unique learning opportunity for students and teachers
- Integrate with the University of Melbourne and with industry partners in Melbourne Connect to expose students to opportunities for further study and future careers in STEM

### ***1. Key Responsibilities***

- ▶ Lead the creation of the strategy and operational program for the Program commencing operation in 2021
- ▶ Lead, in partnership with key stakeholders, the development of innovative and engaging interdisciplinary STEM education programs that maintain a strong point of difference to attract schools and equip students with core skills necessary for the future workforce
- ▶ Work in partnership with Science Gallery, The University of Melbourne and key stakeholders to manage the evolution and refinement of the STEM Program operating model including operational procedures
- ▶ Build strong relationships with key stakeholders within and outside the Science Gallery and the University of Melbourne to build support for the Program and engage Victorian secondary schools and their students
- ▶ Lead the development and implementation of strategic business and marketing plans, and monitor and evaluate to ensure key milestones are met

- ▶ Collaborate and contribute to other key stakeholder initiatives, the University of Melbourne and the STEM ecosystem in Victoria to improve the engagement and student outcomes to achieve the Education state targets.
- ▶ Work in consultation with the Science Gallery team to deliver against the performance framework for the program
- ▶ Develop and manage budgets for the Education program

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ Demonstrated leadership capability to build, develop, support and hold to account a team to deliver positive student outcomes and build effective relationships with educational providers, industry and community stakeholders which maximise opportunities.
- ▶ Strong knowledge and understanding of contemporary STEM education and a demonstrated commitment to continuous learning, development and innovation in the field.
- ▶ Demonstrated ability to work with industry and relevant advisory groups to achieve strategic and operational objectives, with appropriate levels of consultation and engagement with key stakeholders.
- ▶ Evidence of strong interpersonal and entrepreneurial skills that demonstrate the ability to communicate effectively, negotiate outcomes, resolve conflict and motivate key stakeholders.
- ▶ Proven ability in workforce planning, managing budgets and interpreting financial and business information to ensure key indicators, projected forecasts and targets are achieved.
- ▶ Demonstrated ability to engage, inspire and educate young people of varying abilities and interest levels to study STEM subjects and to communicate the importance of STEM learning to principals and teachers and the opportunities to integrate them into a traditional school setting.
- ▶ Strong networks in the Education sector in Victoria
- ▶ A strong interest and knowledge of the cultural sector in Australia

### **2.2 DESIRABLE**

- ▶ Experience working in digital education
- ▶ Experience with informal learning environments such as museums, libraries or galleries
- ▶ Experience with the construction of a fit-for-purpose STEM facility or modern educational facility

## ***3. Job Complexity, Skills, Knowledge***

### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

This position works under the broad direction of the Head of Engagement. The incumbent will work with a high level of independence and be self-motivated, prioritise workloads and plan ahead. This position will have the discretion to innovate within their function and is required to take responsibility for outcomes.

### **3.2 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

Professional knowledge is required, which comes from professional qualifications and/or professional experience in the education sector.

### **3.3 RESOURCE MANAGEMENT**

The Head of Education will recruit and manage a team of staff and direct and manage project budgets. The incumbent will be responsible for the development and implementation of processes and procedures that promote best practice and collaboration ensuring effective and efficient operational services.

### **3.4 BREADTH OF THE POSITION**

Chancellery-led strategy and initiatives are developed consultatively and impact at the University-wide level. It is essential that the Head of Education has the conceptual, analytical and people skills to operate across this breadth of scope and is able to develop the networks to facilitate leadership through influence.

## ***4. Equal Opportunity, Diversity and Inclusion***

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence.

## ***5. Occupational Health and Safety (OHS)***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## **6. Other Information**

### **6.1 STRATEGY AND CULTURE**

<https://staff.unimelb.edu.au/about/chancellery/engagement>

#### **6.2** The Museums and Culture Department is part of the Strategy and Culture

#### **6.3** The Vice-President (Strategy and Culture) is a member of University Executive and leads six broad Chancellery teams: Policy and Government Relations; University Governance; Strategy, Planning and Performance; Community and Cultural Partnerships; Marketing and Communications; and HR & OHS. The Vice-President (Strategy and Culture) works closely with the deans and other members of the University's senior leadership team to develop and implement University strategy and associated initiatives.

### **6.4 CHANCELLERY**

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- ▶ delivering strategic leadership
- ▶ allocating capital according to strategic priorities
- ▶ developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ▶ ensuring identity or brand is consistent with strategic intent and purpose, and
- ▶ overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

### **6.5 THE UNIVERSITY OF MELBOURNE**

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

## 6.6 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

## 6.7 GOVERNANCE

The Vice-Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>