

Position Description: Education Officer

Start Date: 26/01/2018 **End Date:** 27/01/2020

Fixed Term Contract: 1.0 FTE

Classification: Classroom Teacher

Apply By: **07/11/2017**

Advertised: SEEK online and Recruitment Online (**Ref: 1099197**)

Organisation Environment

BioLAB – The Victorian BioScience Education Centre is one of six specialist science and mathematics centres in Victoria. It is located at Belmont High School in Geelong.

BioLAB's focus is to engage and inspire the next generation in science and mathematics careers using innovative technologies and techniques. It is a state wide educational resource and is accessed by over 15,000 primary and secondary students, teachers and the general public per year.

BioLAB is renowned for our inclusive, fun loving and passionate approach to education. We provide a unique blend of integrated curriculum programs which are designed under the theme: Sport and Human Performance. Our programs showcase the best in bioscience research and STEM careers including focus areas such as, exercise/sport, medical and health sciences, applied mathematics, and sports engineering.

BioLAB has a committed, friendly and talented team of 9 individuals; Director, Lead Education Officer, Education Officer (3.4), Laboratory Manager, Exercise Science Officer, IT Manager and Administration Officer. Our team is also complemented by a number of casual and internship mentors.

Key Responsibilities

The Key Responsibilities of the **Education Officer** are:

1. Contributes to the achievement of key performance indicators and strategic goals of BioLAB – The Victorian BioScience Education Centre through the development, coordination, delivery and evaluation of education programs.
2. Provides expertise in the area of biological sciences and/or general sciences/mathematics to further develop and improve our programs for primary (Yr 5,6) – through to secondary (Yr 7-VCE) students and teacher professional development.
3. Responsible for developing and delivering educational programs and professional development programs in conjunction with the BioLAB Education Team and Director.
4. Engaging, educating and inspiring a wide range of target audiences, including school students (primary and secondary), teachers, parents and the general public about the importance of applied mathematics and sciences in today's society.

Our educational programs encompass two modes of delivery:

1. **Outreach** - refers to educational activities provided at a location remote from our physical facilities.
2. **In-house** - refers to educational activities delivered at our centre in Belmont, Geelong.

Duties

PROGRAM DEVELOPMENT AND DELIVERY

- Develop, coordinate and deliver educational programs for a diverse educational audience (student, teacher professional development and community education).
- Coordinate education activities in liaison with partner educational institutions and external stakeholders.
- Deliver and assist in the development of the BioLAB programs (with particular emphasis on general science/mathematics programs and professional development)
- Travel to schools to deliver face to face BioLAB outreach programs to rural students and teachers (minimum 5 days per year).
- Develop and deliver public education and teacher professional development opportunities in liaison with other BioLAB staff.

STAKEHOLDER LIAISON AND TEAM DEVELOPMENT

- Liaises with internal and external stakeholders to promote BioLAB and its activities.
- Liaises with other BioLAB staff for analysis of training and development needs and recommends appropriate programs to deliver BioLAB initiatives and outcomes.
- Assists in coordinating educational activities and training within the BioLAB team to ensure a common approach and uniformity of message with regard to BioLAB educational initiatives.
- Assists to oversee the development and ongoing training of BioLAB Education and Laboratory Staff including casual, volunteer and internship employees.

ADMINISTRATION

- Works with Director to administer financial, physical and human resources for BioLAB programs.
- Provides reports and evidence of education program achievements in line with key performance indicators.
- Assists in the development of bookings and administration procedures to streamline the program delivery process at BioLAB.

Key Selection Criteria

(Please address each selection criteria separately)

KSC1 Demonstrated capacity to design, develop and deliver inspiring and engaging educational programs to a diverse range of audiences, in one or more of the following areas; general science, biology, mathematics.

KSC2 Demonstrated skills in educational resource development including teacher and student learning resources.

KSC3 Demonstrated commitment and capacity to contribute to the creation of new and innovative teaching practices and programs which complement the Victorian Curriculum and VCE study designs.

KSC4 Demonstrated high level written and verbal communication skills and high level interpersonal skills including a capacity to develop constructive relationships with students, teachers, general public, external stakeholders and contribute to the BioLAB team.

KSC5 Demonstrated commitment and capacity to actively contribute to improvement initiatives, including development of skills, expertise and teaching capacity and professional learning for self and others.

KSC6 Demonstrated innovative utilisation of digital technologies in an educational environment.

Who May Apply

Teachers currently registered or eligible for registration with the Victorian Institute of Teaching and qualified to teach and/or have demonstrated experience in the curriculum area(s) specified for the position.

Other Information

Visits to the centre can be arranged by contacting the BioLAB Director at director@biolab.vic.edu.au

Intending applicants should note that this position requires work outside school hours and travel outside Geelong for up to one week at various times during the year.

This position will also require regular travel throughout the Geelong region (50km radius) for delivery of local outreach programs. At times these programs require adjusted work hours and place of work is external to the centre (incursions to schools, Simonds stadium, Deakin University).