

STEM Program Facilitator

HEP Level 6

POSITION NUMBER	953595
ORGANISATIONAL UNIT	Wyndham Tech School
POSITION REPORTS TO	Operations Manager, STEM Education
OVERALL PURPOSE	The STEM Program Facilitator will contribute to the development and delivery of engaging and innovative learning programs for secondary school students (Year 7-12) and teachers from our partner schools in Wyndham and Hobsons Bay. As part of a high-performance team, this role will contribute to new program opportunities and establish mutually beneficial relationships with schools and other key stakeholders, implementing industry best practice and applying current learning technologies and contemporary learning pedagogies.
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	<p>Within the University the position:</p> <ul style="list-style-type: none"> ◆ works closely with the Program Coordinator and STEM Facilitators. <p>Outside the University the position liaises with:</p> <ul style="list-style-type: none"> ◆ Secondary schools, community organisations and industry.
LOCATION/CAMPUS	The position is currently located at the Werribee Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations. On occasion, work may be conducted offsite in schools, community or industry workplaces.

KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

Deliver – Excellence Results-driven, accountability, problem solving focus.

Engage – Customer service mind-set internally, externally and particularly for students.

Collaborate and Partner – Build successful relationships, communicate effectively, influence and negotiate.

Innovate – Entrepreneurship, growth, continuous improvement, digital transformation.

Lead – Inspire direction, lead change, manage and develop people.

People and Culture use only

OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and a campus in Sydney. It also offers courses at partner institutions throughout Asia. Almost 43,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

ORGANISATIONAL UNIT

Wyndham Tech School is one of two Victorian Tech Schools hosted by Victoria University, funded by the Department of Education. Tech Schools use innovative, advanced technology and pedagogies to give Victorian secondary school students the skills they need to flourish in the global economy. They are a link between schools and industry to provide innovative learning programs and challenge students to solve industry problems to prepare for the future of work.

MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Contribute toward building a vibrant and dynamic portfolio of programs aligned with the needs of Industry, Community and Schools— through the development, implementation and continuing review of learning programs, workshops, initiatives and resources, independently and in collaboration with Wyndham Tech School colleagues and management.
- ◆ Contribute to building local capability and confidence in the delivery of innovative STEM education programs — through the co-design of programs, workshops and resources with teachers, industry and community groups and ambassadors.
- ◆ Facilitate WTS programs, workshops and initiatives for students of Partner Schools and delivery of teacher professional development and training, on-site and off-site.
- ◆ Contribute to evaluating and refining programs, workshops and resources in response to feedback and data, including application of current best practice as established through active professional development, such as engagement with professional learning networks, STEM network activities, professional reading etc, both individually and in collaboration with members of the WTS Network.
- ◆ Contribute to stakeholder engagement strategies and develop strong positive relationships with Tech School program participants and partners in achieving maximum Partner School participation and Tech School utilisation.
- ◆ Support a culture of achievement and professionalism that acknowledges the input of others and maintains a safe, positive, respectful and productive work environment free from discrimination, bullying and harassment.

TYPICAL/MAJOR CHALLENGES

- ◆ Contribute to a technology rich learning environment and a culture that inspires innovative thinking and skill development.
- ◆ Engage with and deliver learning experiences to secondary school students (Year 7-12) with a wide range of skill levels, knowledge, interests and learning styles.
- ◆ Incorporate contemporary pedagogies (such as design thinking) with emerging technologies through the Wyndham Tech School education model.

LEVEL OF SUPERVISION

- ◆ Operates under broad supervision from the Operations Manager, STEM Education.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ Knowledge and understanding of policies, regulations, and procedures of relevant University and government departments.
- ◆ Understanding of the roles within this team and how the Wyndham Tech School interacts with other parts of the University and with external stakeholders.
- ◆ Aptitude of ability to work with relevant University systems and databases, as well as being able to quickly learn and adapt to new systems.
- ◆ Awareness of quality assurance policies and procedures and other relevant legislative requirements

KEY SELECTION CRITERIA

Essential

1. Knowledge or Training Equivalent to: Completion of a degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in a technical field, or an equivalent combination of relevant experience and /or education/training.
2. A current E (Employee) Working with Children Check.
3. Demonstrated understanding of appropriate behaviours when dealing with young people regardless of their background or diversity of need.
4. Strong communication and interpersonal skills and the ability to engage individuals in developing future skills capabilities.
5. Proven ability to carry out practical technical activities such as programming, game development, 2D & 3D design and/or experience in design thinking, business thinking, systems thinking or computational thinking.

Desirable

1. Vocational, Bachelor or higher-level qualifications in a technical or technical education field (e.g. engineering, industrial design, multimedia, science, software development).
2. Evidence of self-learning and personal projects outside of your occupation that draw on creative and technical skills.

Organisational Chart

