PROFESSIONAL STAFF
POSITION DESCRIPTION

VICTORIA UNIVERSITY

STEM Program Facilitator

HEP Level 6

POSITION DETAILS

Position Number: 961095 & 961091

Organisational Unit; Brimbank Tech School

Position Report To: STEM Program Coordinator

OVERALL PURPOSE

The overall purpose of the STEM Program Facilitator role is to contribute to the development and delivery of engaging, future-focused learning programs for secondary school students (Years 7–12) and teachers from partner schools across the Brimbank region. The role forms part of a high-performance team delivering innovative experiences that integrate coding, robotics, IT, cybersecurity, emerging technologies, and creative problem-solving.

The STEM Program Facilitator helps co-design new learning opportunities, supports partnerships with schools and industry, and applies contemporary learning pedagogies and technologies to empower young people with future skills.

ORGANISATIONAL CONTEXT AND RELATIONSHIPS

Within the University the position:

- works closely with the Program Coordinator and STEM Facilitators

Outside the University the position liaises with:

- Secondary schools, community organisations and industry

LOCATION/CAMPUS

The position is currently located at the Sunshine Campus (Brimbank Tech School) of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

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.

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 and Brisbane. It also offers courses at partner institutions throughout Asia. Over 40,000 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.

Commitment to Protecting Country:

Victoria University honours its deep diversity as a foundation for collaboration and social progress. We will demonstrate sensitivity in respecting First Nation perspectives. We will ensure that we respect our Indigenous voices and commit to sustainable Protecting Country. We will take leadership responsibility, in all that we do, to improve the health and wellbeing of our local and global communities, and the planet that we share.

Commitment to Diversity and Inclusion at VU:

Victoria University believes that diversity of the workforce adds value to the University and creates a stronger, richer working environment for everyone. We are committed to making reasonable adjustments to ensure that our employees have positive, barrier-free work environments that accommodate their access needs. Employees who require adjustments are encouraged to discuss their needs with their line manager.

The University is a Child Safe organisation. The incumbent in this role will be required to hold a current Working with Children Check (WWCC).

ORGANISATIONAL UNIT

Brimbank 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 to a vibrant and dynamic portfolio of Brimbank Tech School programs aligned with partner school and industry needs including coding, robotics, IT, and cyber focused offerings.
- Co-design programs, workshops, and resources with teachers, community groups, industry, and BTS colleagues.
- Facilitate on-site and off-site BTS programs for students, as well as professional learning for teachers.
- Assist in selection, maintenance, and day-to-day troubleshooting of tools and equipment used in programs.
- Support program evaluation and continuous improvement, incorporating best practice, feedback, and professional learning.
- Build strong relationships with partner schools and stakeholders to maximise engagement and participation.
- Contribute to a safe, inclusive, respectful workplace culture free from discrimination, bullying, and harassment.

TYPICAL/MAJOR CHALLENGES

- Contributing to a technology-rich learning environment that encourages creativity, innovation, and skill development.
- Delivering learning experiences to diverse student groups with varying skill levels and learning styles.
- Integrating contemporary pedagogies including design thinking and technologies education frameworks within Brimbank Tech School programs and technologies such as coding, robotics, and cyber.

LEVEL OF SUPERVISION

- Operates under broad supervision from the STEM Program Coordinator

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- Understanding of relevant university, departmental, and Tech School policies and procedures.
- Understanding of Brimbank Tech School operations and how the team collaborates with internal and external stakeholders.
- Ability to learn and use VU systems and adapt to new technologies quickly.
- Awareness of quality assurance processes and legislative requirements.

KEY SELECTION CRITERIA (KSC)

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 technical or administrative fields, or an equivalent combination of relevant experience and /or education/training.
2. Current Employee Working With Children Check.
3. Demonstrated understanding of appropriate behaviours when working with young people.
4. Strong communication and interpersonal skills, with ability to engage learners in developing future skills.
5. Demonstrated ability to perform practical technical activities such as coding, programming, robotics, game development, 2D/3D design, or knowledge of design thinking, systems thinking, computational thinking, or cyber fundamentals.
6. Demonstrated capacity to understand and comply with employer policy and practices in all aspects of work and conduct, including OH&S and Anti-Discrimination responsibilities and complete/attend relevant training.

Desirable

1. Qualifications in engineering, IT, software development, industrial design, multimedia, or technologies education.
2. Evidence of continuing professional development, self-learning or personal projects involving digital, creative, or technical skills.

Pre-Employment Requirement

- Provision of evidence of a valid Working with Children Check
- Evidence of eligibility to work in Australia including evidence that any required immigration visas have been obtained
- All VU Employees must provide response to the University's Gender Base Violence Pre-screening Questionnaire

P&C Use Only:

Date Updated	17/11/2026	**Date Classified**	19/03/2026