

<b>POSITION DESCRIPTION</b>	
<b>Position Title:</b> Education Officer	<b>Division:</b> Sovereign Hill Education
<b>Reports To:</b> Museums Director	<b>Workplace level:</b> Salaried Position
<b>Loading:</b> Full Time	<b>Special:</b> May be required to work an occasional weekend.
<b>Date Position Created:</b> February 2018	<b>Position Review Date:</b> February 2018

## **ORGANISATIONAL ENVIRONMENT**

### **The Organisation**

The Sovereign Hill Museums Association is a not-for profit community-based museum organisation that collects, researches and interprets the heritage of the goldrushes and the Ballarat region. The organisation includes Sovereign Hill Outdoor Museum, the Gold Museum, Sovereign Hill Hotel, *Blood on the Southern Cross* and Narmbool.

### **The Department/Area**

Sovereign Hill Education provides high quality, well-researched and engaging education programs for tens of thousands of students and teachers every term.

The programs incorporate Education Officer-led sessions for students, professional development opportunities for teachers, and tailored learning programs for education partners.

All Education programs are aligned with the Victorian Curriculum and Sovereign Hill's goals. Education staff develop curriculum resources, share knowledge across the sector, and promote the value of out-of-classroom learning in museums and heritage sites.

## **ORGANISATIONAL CHARTER**

### **Purpose**

Our purpose at Sovereign Hill and the Gold Museum is to inspire an understanding of the significance of the central Victorian gold rushes in Australia's national story, and at Narmbool of the importance of the land, water and biodiversity in Australia's future.

### **Mission**

Our Mission is to collect, conserve and interpret the mining, social, cultural and environmental heritage of the Ballarat region.

### **Values**

#### **Service**

We will ensure that every visitor's experience is satisfying, and that their needs are paramount in our decision-making.

#### **Respect**

We will act with respect and free from any form of discrimination in what we say and do.

#### **Safety**

We will maintain a safe and healthy workplace for all our visitors and for all who work on our sites.

***Integrity***

We will act in accordance with international and national codes of ethical practice for museums.

***Responsibility***

We will be a socially and environmentally responsible business and employer.

***Sustainability***

We will maintain our financial viability and independence by using our resources efficiently and effectively.

**SOVEREIGN HILL EDUCATION GOALS**

- Initiate, plan and deliver innovative education programs and resources relevant to Sovereign Hill's purpose, mission and values
- Promote the most effective contemporary educational use of The Sovereign Hill Museums Association's resources and facilities to all Victorian Schools
- Deliver engaging and relevant learning opportunities by ensuring our programs are student-centred, inclusive, enjoyable and satisfy the diversity of needs in the education sector
- Ensure accessibility to the widest possible education community
- Contribute to the economic sustainability of Sovereign Hill

**PRIMARY ROLE**

To develop, deliver and evaluate museum education programs, resources and professional learning sessions at Sovereign Hill, the Gold Museum and/or Narmbool

**KEY WORKPLACE RELATIONS**

- Education Team Leaders
- Education Officers
- Booking Officers
- Museums Director
- Casual Relief Teachers
- External Teachers

<b>JOB TASKS AND RESPONSIBILITIES</b>	
<b>Key result area</b>	<b>Major activities</b>
Teaching	<ul style="list-style-type: none"> <li>• Initiate, plan, deliver and evaluate high quality education programs and projects to engage students and teachers from preschool to tertiary level that are relevant to the contemporary needs of schools</li> <li>• Liaise with schools (K-12), tertiary education institutions, community groups, professional and industry organisations etc. to develop and deliver The SHMA's education programs, resources and related activities</li> <li>• Initiate and deliver professional learning programs for peers and other educators and on occasion, staff learning/development programs</li> <li>• Use the resources of SHMA to deliver education special events or publications relevant to the needs of our education market</li> <li>• Contribute to the strategic marketing of education programs including promotional brochures and websites</li> <li>• Provide advice on educational needs and program effectiveness and to prepare correspondence and submissions on matters relating to the Association's education program</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• To work in a team and assist team members as required</li> <li>• Assist with the induction, training and mentoring of new staff as required</li> <li>• Contribute to the enhancement of staff knowledge and skills</li> </ul>
Operations	<ul style="list-style-type: none"> <li>• Undertake the responsibilities of the position adhering to:               <ul style="list-style-type: none"> <li>➢ SHMA policies and procedures</li> <li>➢ The Sovereign Hill Code of Conduct</li> <li>➢ The Sovereign Workplace Safety Rules</li> <li>➢ Equal Opportunity and anti-discrimination legislation and requirements</li> <li>➢ Occupational Health and Safety (OH&amp;S) legislation and requirements</li> </ul> </li> <li>• Participate in annual performance reviews, meetings and staff training and professional development as and when required</li> <li>• Foster a culture which values safety as primary consideration in all activities</li> <li>• Any other relevant duties as required</li> </ul>

**KEY SELECTION CRITERIA**

- Relevant teaching qualifications and excellent classroom and interpersonal management skills in a school or museum environment.
- Demonstrated ability to initiate, develop and deliver dynamic education programs and resources.
- Sound knowledge and understanding of Victorian school curricula and current developments in the education sector, particularly the Catholic Education sector
- A knowledge and keen interest in Sovereign Hill's story and demonstrated ability to communicate this to a variety of audiences
- Excellent written and verbal communication skills
- Relevant computer skills and experience in effective use of digital technologies in educational settings

**QUALIFICATIONS**

- Relevant teaching qualifications
- Study of relevant subjects at a tertiary level is preferred

**REQUIRED LICENCES/CERTIFICATES**

- Police Check
- Working With Children Check (VIT registration is preferred)
- Level 2 First Aid will be required and can be obtained through Sovereign Hill
- A current drivers licence is preferred but not essential

**OTHER**

- Must be eligible to work in Australia

**EMPLOYERS APPROVAL OF POSITION DESCRIPTION**
Erin Santamaria

Acting Museums Director

 \_\_\_\_\_  
 Signature

 \_\_\_\_\_  
 Date of approval

Mark Karlovic

Head People, Performance &amp; Legal

 \_\_\_\_\_  
 Signature

 \_\_\_\_\_  
 Date of approval

**EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION**

I have received a copy of the Position Description and have read, understood and accept its contents.

 \_\_\_\_\_  
 Employee Name

 \_\_\_\_\_  
 Employee Signature

 \_\_\_\_\_  
 Date