

POSITION DESCRIPTION	
Position Title: Education Officer	Division: Sovereign Hill Education
Reports To: Narmbool Education & Operations Manager	Workplace level: Salaried Position
Loading: Full Time	Special: May be required to work an occasional weekend.
Date Position Created: Feb 2017	Position Review Date: 19 September 2019

ORGANISATIONAL ENVIRONMENT

Sovereign Hill is Australia's foremost outdoor museum, and enjoys international recognition as such. The Sovereign Hill Museums Association is a not-for profit community-based museum organisation that employs 370 people. The organisation includes Sovereign Hill Outdoor Museum, the Gold Museum, Sovereign Hill Hotel, the sound-and-light show AURA and Narmbool.

The Department/Area

The Museums Division of Sovereign Hill Education provides tailored, high quality, well-researched and engaging hands on education programs delivered to 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 in school, community and tertiary sectors.

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

Customer focused

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

Equality

We will act with respect and free from any form of discrimination in what we say and do towards our colleagues, our visitors, and all with whom we do business; we will respect each other's dignity and right to privacy; and respect the assets we share in doing our jobs.

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, including respect for the tangible and intangible heritage we collect, research and interpret; for the primary role of museums as places of lifelong learning; and as individuals, work to help and support colleagues, work diligently to complete tasks, and at all times act honestly.

Sustainability

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

We will be a socially and environmentally responsible business and employer, and a vital partner in the development of our region; and as individuals, take responsibility for our actions and ensure our decision-making is objective, consistent and complies with policy and legislation.

SOVEREIGN HILL EDUCATION GOALS
<ul style="list-style-type: none"> • Deliver innovative education programs and resources relevant to Sovereign Hill’s Purpose, Mission and Values • Promote the most effective educational use of Narmbool’s and Sovereign Hill’s museum(s) resources and facilities by all Victorian Schools • Deliver excellent learning opportunities by ensuring our programs are student-centred, engaging, involving, 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 and professional learning sessions at Narmbool, Sovereign Hill and/or the Gold Museum.

KEY WORKPLACE RELATIONS
<ul style="list-style-type: none"> • Manager, Narmbool Education & Operations • Director Collections, Research & Learning • Education Team Leader • Education Officers • Education Booking Officers • Narmbool Site Managers • Narmbool Catering Staff (DNC Australia) • Casual Relief Teachers • External Teachers

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
Teaching and Education Programs	<ul style="list-style-type: none"> • Liaise with schools (K-12), tertiary education institutions, community groups, professional and industry organisations etc. in developing and delivering The Sovereign Hill Museums Association's education programs and related activities, predominately at Narmbool. • Deliver and evaluate targeted education programs and events for students and teachers from primary, secondary and tertiary education sectors at Narmbool, Sovereign Hill and/or Gold Museum. • Develop and deliver professional learning programs for peers and other educators; and on occasion, staff learning/development programs • Contribute to the marketing of education programs including promotional brochures and website and coordinate distribution of materials within the education sector • Research, write and develop high quality education resources and interpretive materials • Provide advice on educational needs and program effectiveness and to prepare correspondence and submissions on matters relating to the Associations education program • Participate in the evaluation and strategic planning of education programs and activities relating to Sovereign Hill's museum assets • Contribute to the planning and delivery of Holiday Programs as and when required
Teamwork	<ul style="list-style-type: none"> • To work in a team and assist team members as required • Assist with the induction, training and mentoring of new staff as required • Contribute to the enhancement of staff knowledge and skills
Operations	<ul style="list-style-type: none"> • Undertake the responsibilities of the position adhering to: <ul style="list-style-type: none"> ➢ SHMA policies and procedures ➢ The Sovereign Hill Code of Conduct ➢ The Sovereign Workplace Safety Rules ➢ Equal Opportunity and anti-discrimination legislation and requirements ➢ Occupational Health and Safety (OH&S) legislation and requirements • Participate in annual performance reviews, meetings and staff training and professional development as and when required • Foster a culture which values safety as primary consideration in all activities • Any other relevant duties as required

KEY SELECTION CRITERIA

- Relevant teaching qualifications, experience 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
- A knowledge and keen interest in Australian history and/or science and sustainability 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
- VIT registration
- Level 2 First Aid will be required and can be obtained through Sovereign Hill
- A current drivers licence is preferred but not essential
- A medium rigid vehicle license is preferred but not essential and can be obtained through Sovereign Hill

OTHER

- Must be eligible to work in Australia

EMPLOYERS APPROVAL OF POSITION DESCRIPTION

Michelle Smith _____
Acting Director Collections, Research & Learning Signature Date of approval

Mark Karlovic _____
Head People, Performance & 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