

POSITION DESCRIPTION



Position	Outreach Officer – STEM
Level/Classification	HEW0607
Reports to	Team Leader Outreach
Unit	Student Experience
Directorate	Chief Experience Officer
Positions Supervised	Nil

Position Purpose

Located in the Student Experience Directorate, the Outreach Officer STEM will develop and deliver STEM outreach programs with WA schools, community, and industry to inspire students to pursue higher education, facilitate awareness of the University's courses and foster relationships with key stakeholders. The Outreach Officer will also support and deploy Student Ambassadors to assist in the delivery of outreach activities. This role will focus on the development and delivery of Mathematics, Physical Science, Engineering and IT workshops and programs for Yrs 10-12, as well as more general STEM programs and experiences for Yrs 7-9.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people.

Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

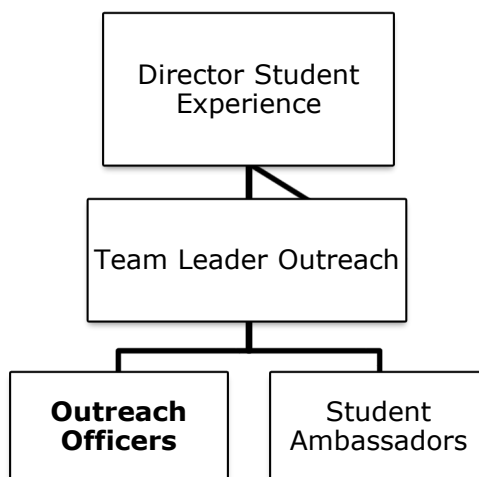
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

The Student Experience Directorate embeds the Future Student Team, Outreach Team, Student Enquiry, Student Transition functions, Scholarships, Student Support, and Careers to inspire, inform, recruit, convert, support and transition enabling, undergraduate and postgraduate students to study at Murdoch University. We seek understanding of the diversity of student journeys and place the student at the centre of our operations.

Reporting Relationships



Key Responsibilities/Duties

1. Under the direction of the Team Leader Outreach, develop, implement, and evaluate appropriate STEM outreach experiences, with a focus on Mathematics, Physical Science, Engineering and IT disciplines in-line with industry, school and community interests that deliver upon the domestic recruitment and engagement strategy.
2. Lead and coordinate the planning and development of Murdoch secondary school-based outreach activities and resources, in collaboration with internal stakeholders including School deans, academic chairs, academics, researchers, professional staff and current students
3. Initiate and maintain relationships with key external stakeholders including heads of learning areas in high schools (HOLAs), subject teachers and career coordinators, to develop and deliver curricular enriched student workshops and teacher professional development events.
4. Develop opportunities for outreach partnerships with external organisations and industry.
5. Recruit, train, support and directly supervise Murdoch student ambassadors to assist in the growth of the Murdoch outreach program, through the development of and attendance at, outreach activities.
6. Monitor, evaluate and validate, utilising appropriate measurement tools, the effectiveness and impact of the outreach program, and ensure that programs are relevant and reputable

7. Promote the outreach program through appropriate internal and external channels, including the writing of articles, stories, and marketing collateral
8. Support the wider Outreach and Future Student team and carry out, and assist with other events and duties as required

Selection Criteria

Essential

1. Completion of a degree with at least four years subsequent relevant experience or an equivalent combination of relevant experience and/or education/training.
2. Highly effective communication, and excellent interpersonal skills with the ability to create, maintain and enhance relationships with school students, influencers, university students, and staff.
3. Previous experience in developing and delivering learning activities, with demonstrated ability to create clear, transferable resources that enable consistent delivery by multiple presenters.
4. Experience in developing, coordinating, and managing successful events with young people from a wide range of backgrounds.
5. Demonstrated experience in working collegially and successfully supporting and contributing to team goals.
6. Demonstrated high level of organisational, time and workload management and skills, including the ability to prioritise workload to meet strict deadlines.
7. Demonstrated ability to use initiative, assume responsibility for tasks and projects and to resolve problems.
8. Demonstrated high level of computer literacy and proficiency in the production of high-level work using software such as Microsoft Office applications and specified University software programs, with the capability and willingness to learn new packages as appropriate.
9. Ability and flexibility to undertake a diverse range of tasks with minimal supervision
10. Ability to undertake occasional regional travel.

Desirable

1. Previous experience in a university environment and / or secondary school.
2. Previous experience in mentoring and supervising university students
3. Familiarity with the WA secondary school curriculum.
4. Background or interest in STEM Education and programs

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Current Working with Children Check WA.
3. Department of Education Criminal Record Screening.
4. Current "C" class driver's licence.
5. Ability to work outside of normal office hours when required.
6. Ability to lift and move resources and load / unload vehicles.

General Obligations

While at work, an employee must:

- Take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- Report incidents, injuries and hazards;
- Comply with any reasonable instruction that is given by Murdoch University; and
- Comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.