

JOB DESCRIPTION- EDUCATION OFFICER

Job ID:	COMED004
Job title:	Education Officer
Award/agreement:	Clerks Private Sector Award 2020
Location:	Harry Perkins Institute of Medical Research Nedlands and Murdoch
Supervisor:	Community Education Manager CDO001
Reports:	0

ACCESS AND SECURITY:

- *Building RFID card with photo ID*
- *IT Systems, Office 365 and Adobe Creative Suite*

POSITION SCOPE:

The Community Education and Engagement Administration Officer is one of the first points of contact for visitors and callers to the Harry Perkins Institute of Medical Research Bio Discovery Centre. This position is responsible for providing an efficient first point of call service as well as performing various administrative support functions.

Competencies (<i>skills, knowledge and abilities</i>)	Behaviors (<i>conducts themselves</i>)	Goals
Have technical knowledge of science and laboratories	Science buff with a keen interest to share understanding of science	Responsible for quality of own work, subject to routine audit and inspection.
Experience in developing and implementing effective educational plans and sessions.	Enjoys sharing ideas and concepts and gets excited about research and development	Able to adhere to Standard Operating Procedures (SOPs), guidelines and other protocols. Understand, act on and monitor compliance to systems and policies. Able to apply basic understanding of the School Science curriculum and how it can be leveraged in sessions.
Thorough and organized with attention to details	Meticulous in their work, paying close attention to all aspects of session planning, scheduling, and administration.	Sound attention to detail and ability to maintain basic records.
Excellent communication skills with ability to clearly and effectively	Professional whilst maintaining a positive and fun manner	Tailor communication to the audience. Explain complex concepts and arguments.

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<p>explain complex scientific concepts</p>		<p>Monitor own and others' non-verbal cues and adapt where necessary. Create opportunities for others to be heard. Actively listen to others and clarify own understanding. Write fluently in a range of styles and formats.</p>
<p>Adaptable with ability to think on feet especially when things don't go according to plan.</p>	<p>strong sense of empathy, demonstrating an understanding of the diverse needs and backgrounds of students and tailoring their approach accordingly.</p>	<p>Be flexible, show initiative and respond quickly, display resilience and situations change. Keep control of own emotions and stay calm under pressure.</p>
<p>Work effectively with the team and liaise with a variety of people and ages.</p>	<p>Strong team player, collaborating effectively with other members of the educational team to ensure the smooth and successful execution of all educational science sessions.</p>	<p>Plans own work in consultation with the Community Education team. Understand perspectives and ensure responsiveness to team and client needs their needs. Identify needs and implement solutions. Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively. Raise and work through challenging issues and seek alternatives. In conjunction with the Manager, help build a supportive and co-operative team environment. Share information and learning across teams.</p>
<p>Show creativity and innovation when developing sessions and finding new ways of engaging and teaching scientific concepts.</p>	<p>Responsive to the needs of students, teachers, and other stakeholders, taking prompt action to address any concerns or issues that arise.</p>	<p>Identify opportunities to use a broad range of communications technologies to deliver effective messages. Identify ways to leverage the value of research at the Perkins to achieve team/unit outcomes.</p>

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Effective time management with capability of managing multiple tasks and priorities at once.	Flexible and adaptable, able to adjust their approach to meet the specific needs of different students and teachers.	Keeps up to date diary entries, ensures BioDiscovery Calender etc is maintained and schools and students community members are informed in a timely manne.r
Commitment to education, student success and continuous improvement.	Passionate and enthusiastic about their work, inspiring others to engage	Takes responsibility for delivering high quality customer -focused services.

Primary duties/responsibilities:

1. First point of call in the BioDiscovery Centre (BDC), including answering of telephone calls / emails to the Centre in a responsive and professional manner
2. Face to Face teaching of courses, as required
3. Assist with the development and evaluation of new and existing programs where and as required
4. Co-ordinate marketing materials on BDC courses for schools, public and corporate groups
5. Schedule and manage course bookings and enquiries, including pre-visit enquiry, confirmation of booking, final numbers check through to post- visit follow-up and assisting with invoicing
6. Assisting with the administration and communication of staff rosters for courses one month in advance, via an efficient platform (e.g., text/email)
7. Sends reminders and number confirmations for scheduled bookings and efficiently manages the process through to post-visit follow-up documents and invoicing, ensuring all steps in the process are effectively completed and recorded.
8. Ordering and taking stock of office supplies.
9. Coordinate and organize meetings and events including venue bookings, catering requirements, sets up the room with audio-visual equipment and other requirements
10. Assist with development of internal and external reports, as required
11. Develop and maintain in conjunction with the Centre Manager an accurate up to date CRM system, including income and expenditure, petty cash purchases /reimbursement
12. Provide website updates to the IT department to ensure up to date department information is posted on the intranet/website
13. Coordinate any required repairs to office equipment.
14. Other duties as required.

Essential skills

- Experience withing the education sector or science/lab environment
- Proven passion and interest in science with demonstrated capability of translating complex concepts into educational sessions
- Exceptional communication skills and the ability to deal with a wide variety of people
- Highly developed time, organisational and planning skills, with the ability to set priorities and meet deadlines
- Proficient skills in using a range of computer programs, including of Microsoft Word, Excel, PowerPoint, Outlook, internet, emails and databases

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- High level of self-motivation and determination to identify effective solutions and solve problems
- Proven ability to ensure multiple tasks are completed within agreed timeframes and to the highest quality
- The ability to work effectively within a fast paced, changing environment with minimal direction and at times, under pressure

Desirable skills

- Post-secondary science studies, science communication skills or relevant experience.

Eligibility:

- Australian Citizen or eligible to lawfully work in Australia.
- Current National Working with Children Check (within the last 3 months).

COMPLIANCE

Perkins Values

All staff members are to adhere to the Perkins Values perkins.org.au/about-us/vision/

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Work Health and Safety Act 2020 (WA) and related Perkins requirements.

All staff must comply with requirements of the Work Health and Safety Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with Perkins and Legislative health and safety requirements.

Details of the safety obligations can be accessed at intranet.perkins.org.au/policies/human-resources-policies/ (Only available to Perkins staff).

Equity and Diversity

All staff members are required to comply with the Perkins' Code of Conduct and Equity and Diversity principles. Details of the Perkins policies on these can be accessed at intranet.perkins.org.au/policies/human-resources-policies/ (Only available to Perkins staff.)

Document Control Sheet

Version Control	Documented Change	Date/Time	Authority
V 1.0	Initial Document Tabled	06/7/2022	Tabled by Paul Harrison
V 2.0	Competencies and behaviours and update	17/02/2022	Lisa King