

Role Description

First Nations Education Project Officer



Cluster	NSW Department of Premier and Cabinet
Agency	Australian Museum
Branch/Unit	Education
Location	Sydney CBD
Classification/Grade/Band	Clerk Grade 5/6
Kind of Employment	Temporary full time
Role Number	
ANZSCO Code	134499
PCAT Code	1119192
Date of Approval	February 2020

Agency overview

The Australian Museum (AM) is located on the traditional lands of the Gadigal people of the Eora nation. The AM acknowledges the Gadigal people as the Traditional Owners and custodians of the land, sky and waterways, paying respect to Elders past, present and emerging.

The AM operates within the NSW Department of Premier and Cabinet and was founded in 1827 and is the first museum in Australia. The AM provides access, engagement and scientific research to increase our understanding of natural history and culture, particularly of the Australasian region. The AM holds more than 21 million objects of biological, geological and cultural collections and develops programs, exhibitions and school and community education initiatives onsite, online and offsite. The AM's purpose is to make nature, Indigenous cultures & science accessible and relevant to everyone.

For more information, visit the [website](#)

Primary purpose of the role

Research, develop and deliver a range of education programs for groups visiting the Museum, and support student and teacher learning online and onsite. Maintain and maximise the use of Museum services and information by schools and tertiary institutions as well as, independent Learners, for educational purposes. Support other education priorities including exhibitions, outreach programs, learning spaces and community engagement..

Key accountabilities

- Develop, deliver and evaluate learning programs and resources to maintain and increase the use of the Museum by all education and visitor groups
- Ensure that learning programs and resources are relevant, innovative, accurate and attractive and can be adapted to meet the needs of diverse target audiences.

- Engage in teaching activities for students K-12, graduate and post-graduate students and adults to expand their understanding of First Nations people and culture, science, history and knowledge.
- Provide input on appropriate learning strategies and topics for Museum programs across the Museum by participating in committees/project teams.
- Assist with the development and maintenance of outreach programs to support the Museum's rural and regional programs.
- Ensure that relevant NSW education curricula needs, Museum and Government policies are incorporated into learning programs.
- Participate in marketing and promotion opportunities linked with expanding education group visits and use of Museum internal and external learning programs.
- Provide input into the strategic direction of education programs.

Key challenges

- Linking AM content to develop new and innovative resources and learning programs targeted at different audiences that reflect the NSW school's syllabus and curricula from K-12, graduate and post-graduate students.
- Staying abreast of curricula changes and Board of Studies and Department of Education and Communities priorities to ensure currency and relevance of programs and plan for future needs.
- Being able to work on a number of learning programs/activities at the same time and balancing quality with timeliness.

Key relationships

Who	Why
Internal	
Manager, Education	<ul style="list-style-type: none"> • Provide strategic and operational advice to influence decisions regarding education programs.
Education Project Officers	<ul style="list-style-type: none"> • Work as part of the Education team to develop and deliver the suite of education programs and resources
Education Presenters	<ul style="list-style-type: none"> • Support casual and part time staff in the delivery of programs, ensuring content integrity and quality

Role dimensions

Decision making

- Workloads and projects are allocated on a consultative basis with the Manager, Education. On a day to day basis the position holder will make decisions on how to meet timetable demands and develop teaching resources and materials.
- In consultation with the Manager, Education, the position holder makes decisions about the content of educational programs, the timing and production of new materials, involvement in teacher in-services, previews and seminars.
- The position holder would identify resources required for learning programs and materials and make recommendation on the purchase/allocation of these resources.

Reporting line

The Education Officer reports to the Manager, Education who reports to Manager, Visitor Experience and Education of the Australian Museum.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Relevant tertiary qualifications or equivalent experience and knowledge in Education, History, Culture or Science
- Hold a valid NSW Working with Children clearance

Aboriginality is an essential requirement for this position. An Aboriginal person (as defined by the NSW Aboriginal Land Rights Act 1983) means a person who:




- Is a member of the Aboriginal race of Australia, and Identifies as an Aboriginal person, and is accepted by the Aboriginal community as an Aboriginal person.

Capabilities for the role


The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Foundational	<ul style="list-style-type: none"> Be open to new ideas and approaches Offer own opinion, ask questions and make suggestions Adapt well to new situations Do not give up easily when problems arise Stay calm in challenging situations
Personal Attributes Act with Integrity	Foundational	<ul style="list-style-type: none"> Behave in an honest, ethical and professional way Take opportunities to clarify understanding of ethical behaviour requirements Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role Speak out against misconduct, illegal and inappropriate behaviour Report apparent conflicts of interest
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/units Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work

NSW Public Sector Capability Framework

Group and Capability Level		Behavioural Indicators
Results Deliver results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Business Enablers Project Management	Foundational	<ul style="list-style-type: none"> • Plan and deliver tasks in line with agreed schedules • Check progress against schedules, and seek help to overcome barriers • Participate in planning and provide feedback about improvements to schedules