

# Role Description

## First Nations Education Presenter



Role Description Fields	Details
Cluster	Enterprise, Trade & Investment
Department/Agency	Australian Museum
Division/Branch/Unit	Museum Experience and Engagement, Visitor Experience and Education, Education
Role number	51000742
Classification/Grade/Band	Clerk Grade 3/4
Senior executive work level standards	Not Applicable
ANZSCO Code	249111
PCAT Code	1119192
Date of Approval	March 2023
Agency Website	<a href="https://australian.museum/">https://australian.museum/</a>

### Agency overview

Australian Museum (AM) is located on the homelands of the Gadigal people. The AM acknowledges and pays respect to the Gadigal people as the custodians of the land, sky and waterways, paying respect to Elders past, present.

The Australian Museum (AM) operating within the NSW Department of Enterprise, Investment & Trade cluster, is the first museum in Australia and was founded in 1827. 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 mission is: To ignite wonder, inspire debate and drive change.

The AM vision is: To be a leading voice for the richness of life, the Earth and culture in Australia and the Pacific. We commit to transform the conversation around climate change, the environment and wildlife conservation; be a strong advocate for First Nations' culture; and continue to develop world-leading science, collections, exhibitions and education programs.

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

The AM supports a diverse workforce and promotes applications from all ages and genders, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTQIA+ community, veterans, refugees and people with disabilities.

### Primary purpose of the role

The First Nations Education Presenter provides a wide range of education programs and interpretive services for AM visitors. They deliver high quality formal and informal education programs centered on First Nations knowledges and ways of learning. Regularly delivery of face-to-face and online education programs is the primary role, for a diverse range of audiences including, preschool, primary, secondary, and tertiary students

and teachers. Reporting to the First Nations Education Lead, the successful candidate will also assist in the research, design and development of education programs and resources.

## Key accountabilities

- Deliver formal and informal learning programs and resources supporting First Nations exhibition content, collections areas and knowledges to maintain a quality and positive learning experience by all education and visitor groups.
- Assist in the coordination, planning and development of new education programs and events.
- Provide ongoing care, maintenance and administration of the collections and resources uses in education programs and exhibitions.
- Work closely as part of the Education team to provide a high level of customer service, delivering a seamless, safe and comfortable experience for visitors.
- Work closely with scientists, First Nations staff and other colleagues, and community members to ensure programs are delivered with a holistic, accurate and culturally appropriate approach towards content and delivery.

## Key challenges

- Being able to work on multiple programs and events at the same time, balancing quality with timeliness, while attending to daily operational duties.
- Delivering appropriate cultural content and complex scientific concepts to visitors of all background and abilities.

## Key relationships

### Internal

Who	Why
Manager, Education	<ul style="list-style-type: none"> <li>• Ensure that daily operational needs are met, and that all members of the team work together to achieve the set outcomes.</li> </ul>
First Nations Education Lead	<ul style="list-style-type: none"> <li>• Work collaboratively to ensure delivery of First Nations education programs.</li> </ul>
Education Project Officers and Presenters	<ul style="list-style-type: none"> <li>• Work collaboratively to ensure delivery of education programs.</li> </ul>
First Nations Division	<ul style="list-style-type: none"> <li>• Closely collaborate for a whole of institution approach to First Nations and Pasifika education</li> </ul>

### External

Who	Why
Students, teachers and visitors	<ul style="list-style-type: none"> <li>• Work with the Education team to deliver authentic programs to students, teachers and visitors</li> </ul>
Aboriginal and Torres Strait Community members and organisations	<ul style="list-style-type: none"> <li>• Work with community and organisations to co-deliver content and programs that represent and deliver on priorities</li> </ul>

## Role dimensions

### Decision making

This role has limited autonomy and makes decisions under their direct control and refers to the team leader decisions that require significant change to outcomes or timeframes; are likely to escalate or require

submission to a higher level of management. This role is accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

### **Reporting line**

This role reports to the First Nations Education Lead.

### **Direct reports**

Nil

### **Budget/Expenditure**

Budgets and expenditure are in accordance with approved Annual Budget and financial delegations and procedures subject to project type and sponsoring business unit.

### **Key knowledge and experience**

- Demonstrated experience delivering education programs to a variety of audiences.
- Demonstrated experience working with First Nations/Pasifika community, organisations and/or knowledges.
- Understanding of the formal education sector, interpretations and curriculum requirements around science, history, geography and First Nations cultures.

### **Essential requirements**

- Aboriginal and/or Torres Strait Islander descent - Aboriginality/Torres Strait Islander is a genuine occupational qualification and is authorised under section 14(d) of the Anti-Discrimination Act 1977; or
- Hold a valid NSW Working with Children Clearance

### **Capabilities for the role**

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

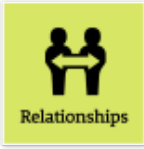
The capabilities are separated into focus capabilities and complementary capabilities

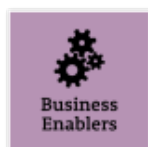
### **Focus capabilities**

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

## Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Personal Attributes</p>	<p><b>Display Resilience and Courage</b></p> <p>Be open and honest, prepared to express your views, and willing to accept and commit to change</p>	<ul style="list-style-type: none"> <li>• Be open to new ideas and approaches</li> <li>• Offer own opinion, ask questions and make suggestions</li> <li>• Adapt well to new situations</li> <li>• Do not give up easily when problems arise</li> <li>• Stay calm in challenging situations</li> </ul>	Foundational
 <p>Relationships</p>	<p><b>Communicate Effectively</b></p> <p>Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> <li>• Focus on key points and speak in plain English</li> <li>• Clearly explain and present ideas and arguments</li> <li>• Listen to others to gain an understanding and ask appropriate, respectful questions</li> <li>• Promote the use of inclusive language and assist others to adjust where necessary</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Write and prepare material that is well structured and easy to follow</li> <li>• Communicate routine technical information clearly</li> </ul>	Intermediate
 <p>Relationships</p>	<p><b>Commit to Customer Service</b></p> <p>Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> <li>• Focus on providing a positive customer experience</li> <li>• Support a customer-focused culture in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Cooperate across work areas to improve outcomes for customers</li> </ul>	Intermediate
 <p>Results</p>	<p><b>Deliver Results</b></p> <p>Achieve results through the efficient use of resources and a commitment to quality outcomes</p>	<ul style="list-style-type: none"> <li>• Seek clarification when unsure of work tasks</li> <li>• Complete own work tasks under guidance within set budgets, timeframes and standards</li> <li>• Take the initiative to progress own work</li> <li>• Identify resources needed to complete allocated work tasks</li> </ul>	Foundational



## Technology










Understand and use available technologies to maximise efficiencies and effectiveness

- Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks
- Use available technology to improve individual performance and effectiveness
- Make effective use of records, information and knowledge management functions and systems
- Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies

Intermediate

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities. Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational



Procurement and Contract Management

Understand and apply procurement processes to ensure effective purchasing and contract performance

Foundational



Project Management

Understand and apply effective planning, coordination and control methods

Foundational