



## **Project Coordinator - Science ASSIST**

0.2 FTE

Pro-Rata of \$65,000 pa + Superannuation

### **About the Federation**

The Australian Science Teachers Association (ASTA) is a federation of the Science Teachers Associations from all eight Australian States and Territories.

We believe that by supporting science teachers, we inspire a new generation of scientists and researchers who can advance scientific research and solve problems that will lead us to a better tomorrow.

Our mission is to harness the collective strength of our state science teachers associations and their membership in advocating for science educators nationally.

We work to achieve this mission through advocacy; delivery of national professional development opportunities; national outreach programs, resources, and services of benefit to teachers and students; including the establishment of networks and partnerships across a broad audience.

### **About the position**

This position will play a crucial role in supporting the Federation and science teachers nationally through coordinating the effective delivery of Science ASSIST - a comprehensive, national online advisory service that provides safety information and support for school science educators and technicians.

It is well suited to someone with a love and passion for safety in science education who has the ability to work collaboratively with cross-disciplinary teams.

The successful applicant will ensure the smooth delivery of our Science ASSIST service and will support the Project Manager in ensuring its ongoing growth and sustainability.

This role connects the successful applicant with a supportive team of Advisors, a nationwide community of science educators and stakeholders from government, industry and academia and provides a platform to extend our reach and deepen our impact.

The successful applicant will be competent at reviewing and synthesising, often technical information to enable appropriate delegation of tasks. A proven record in efficient and effective project execution would be essential and school or industry laboratory experience would be highly considered.

We'd love to hear from you if you care about supporting science safety so that teachers can bring science alive for students through practical experiences.

This position reports to and works closely with the Projects Manager and coordinates the Science ASSIST Advisory Team.

### **You will be required to**

*Coordinate Science ASSIST and respond to its development needs*

- Coordinate the delivery of Science ASSIST, including
  - Managing the Q and A service
    - ensure questions are delegated to advisory staff for responses
    - ensure effective peer review of advice
    - ensure quality assurance of the final product
    - Manage the posting of answers to the Science ASSIST website.
    - Keep records of Questions and answers
  - Managing subscriptions
    - Ensure an efficient and effective subscription process designed with the users needs in mind
    - Coordinate with the finance officer to ensure subscribers are current and have the correct access.
  - Maintaining the Science ASSIST website ensuring that content is accurate, up-to-date, user friendly and engages our key audiences
  - Review and optimise the Association's website, ensuring that the content is current, relevant and engages our key audiences
- Communicate effectively with relevant stakeholders for the successful delivery of projects.
- Support the Project Manager in the planning, budgeting and reporting on Science ASSIST

*Support the growth of Science ASSIST through proactive Business Development*

- In collaboration with the Marketing Coordinator, produce and distribute promotional materials
- Ensure the ongoing growth of our subscriber base
- Support the Project Manager in the securing of financial support for Science ASSIST via state, national and international funding schemes and other opportunities (e.g. philanthropy/corporate).

*Internal (organisational)*

- Coordinate and liaise with Subject Matter Expert Advisors
- Approve timesheets for Subject Matter Expert Advisors and liaise with Office Manager
- Prepare reports for quarterly board meetings based on targets in relevant plans.
- Attend team meetings
- Commit to a culture of continuous improvement

**Key Relationships**

Internal	Why
Executive Director	The Executive Director is here to support and provide guidance as required.
Project Manager	<p>You will report directly to The Project Manager who is here to support and provide guidance as required.</p> <p>Working with the Project Manager, you will set the project plan for Science ASSIST and develop the growth pathway for Science ASSIST.</p>
Science ASSIST Advisors	You will liaise with and coordinate a team of Science Safety subject matter experts to ensure the delivery of a high quality service.
Office Manager	Collaboration on administration and finance tasks
Marketing Coordinator	Collaboration on content development for communications, advertising and media.

Team	Participation in team meetings Collaborate on significant events
Board	Bi-monthly reporting via the Project Manager to the Board.
STA Members - staff and boards	Collaboration on content development for communications, advertising and media related to Science ASSIST
<b>External</b>	<b>Why</b>
External safety regulators and/or education sections of other scientific organisations.	To ensure provision of accurate and reliable advice.  Manage relationships and realise opportunities.

### Reporting Line

The Project Coordinator - Science ASSIST reports to the Projects Manager

### Direct Reports

The Project Coordinator - Science ASSIST will have direct reports from the technical specialist team that may include general science, chemistry, biology and physics

### Budget Responsibilities

- Responsible for attaining a subscriber based income budget

### Selection Criteria

We are looking for someone with the following strengths:

- 1. A growth mindset:** Be able to demonstrate the capacity to work in a dynamic and fast-paced environment where continuous learning and improvement is embraced both personally and for the Association.
- 2. Strong organisational skills:** Highly organised with strong project management skills, a high attention to detail, able to plan, prioritise, execute and deliver projects on time.
- 3. Strong communication skills:** Strong interpersonal and communication skills, capable of effective and clear oral and written communication, particularly as it relates to school science safety

4. **Detail Oriented:** A strong attention to detail that ensures a high level of accuracy, able to review and synthesise, often technical information to enable appropriate delegation of tasks, ensuring our science safety advice is of the highest quality.
5. **Digitally Savvy :** Be proficient in using digital technology, including experience with CMS and web design tools, Google Suite and Microsoft Office Suite, and a range of web-based platforms upon which the organisation relies for its operations. Familiarity with website analytics tools, such as Google Analytics, is a plus
6. **Team player:** Recognise and appreciate the connectedness between all team members and an ability to work effectively with colleagues to achieve shared goals.

### **Desirable Skills**

1. Experience managing project budgets
2. Experience with memberships or subscribers through a CRM system
3. Product pitching to partners and key stakeholders

To apply, send your resume to Jane Powles at [executivedirector@asta.edu.au](mailto:executivedirector@asta.edu.au), with a covering letter outlining why you believe that you would be a good fit for the role and addressing the selection criteria.