



Position Description

Position Title:	Discovery Manager
Location:	Discovery Science & Technology Centre 7 Railway Place, Bendigo, Victoria
Employment Status:	Full time. Contract
Reports to:	CEO, The Bendigo Trust
Reviewed:	December, 2012

Our Organisation

The Discovery Science & Technology Centre was Australia's first science and technology centre outside a major metropolitan area, opening on 31 October 1995. The concept of a science centre in Bendigo was fostered by the Industry and Education Consortium and was strongly supported by the Government of Victoria and the City of Greater Bendigo. This and other significant corporate support allowed the Centre to open in the heritage Railway Goods Building, a building externally restored for the City of Greater Bendigo by Woolworths Limited.

Every year the Centre sees almost 30,000 visitors come through its doors, including more than 200 visiting school groups as well as kinders and holiday play groups.

Discovery is operated by The Bendigo Trust, a not-for-profit public company established in 1970. A Discovery Advisory Board composed largely of academics and school science teachers works with centre management to develop the centre and its programs. Discovery has a mix of full time, casual and voluntary staff to ensure an effective operation seven days per week.

The Discovery Centre

Discovery exhibits and programs are specifically designed to reach a broad range of visitors. The philosophy which underpins our exhibit design and program development is to educate, entertain and encourage an interest in the sciences for children, as well as to interest and enlighten older members of the community.

The Centre houses over 120 individual exhibits, including permanent star attractions the Bendigo Planetarium; Australia's first vertical slide; Kaleidoscope, an exhibition for under eight year olds

and The Lab. During school holidays a scheduled program of planetarium and science shows run daily. Other programs include birthday parties and sleepovers, and several education programs which run in conjunction with local schools and La Trobe University's Bendigo campus.

Our Mission

We inspire scientific curiosity.

Our Vision

Discovery will:

- Promote the wonders of science and technology
- Be interactive, informative and entertaining
- Provide opportunities for the development of scientific literacy and capability.

The role of the manager contributes to the vision of Discovery by ensuring that the centre is run and presented well and that all activities of Discovery meet the mission.

Our Principles

Infectious

We share our passion and knowledge of science with enthusiasm.

Informative

We provide relevant, creative and accurate resources that encourage learning and thought.

Accessible

We communicate clearly, friendly and respectfully in a non-intimidating environment.

Engaging

We entertain and intrigue through an involving, personal and flexible delivery of science.

Primary Objective of the Position

The primary objective of the Manager is to undertake 1) management of all day to day operations of the Centre, conduct staff training and 2) planning and activities that will develop Discovery in line with the Strategic and Business Plans.

Key Responsibilities and Duties

1. Day-to-Day Centre Management.
2. Reporting and Support – Reporting to The Bendigo Trust CEO (Director of Discovery). Attendance at Discovery Advisory Board meetings, participation in Bendigo Trust Managers' meetings, and (when called upon) Trust board meetings.
3. Staff – Management of all staff and volunteers including rostering and training.
4. Volunteers – Development and coordination of the volunteer program.
5. Science Shows, Programs, Events and Exhibitions – Coordinate the development, building and maintenance of yearly themes, programs and all shows (including travelling shows) and associated activities for schools and holiday programs, which will include information notes for teachers and schools, and liaison with teachers to assist in production of relevant notes and activities.
6. External activities – Pursue development opportunities for Discovery through partnerships with other organisations.
7. Networking – Maintain links with other science centres and networks and build relationships through involvement in professional organisations and networks.
8. Education, Teacher Professional Development - Maintain a knowledge and understanding of relevant education curriculum to ensure that Discovery develops relevant and contemporary shows, exhibits and programs. School outreach and promotion to attract school visits to Discovery. Host Professional Development sessions for teachers.
9. Funding, Sponsorship, Marketing and Promotion – Researching and writing funding and grant applications for Discovery. Assist Marketing in matters such as web site development, promotions and promotional materials, media liaison and sponsorship opportunities.
10. Any other duties as requested.

Key Selection Criteria / Skills and Attributes

The successful applicant will be passionate about science centres and their role in the community, and have the enthusiasm required to move Discovery forward.

Key Criteria:

1. A degree in science or education (or another relevant qualification)
2. Well developed written and verbal communication skills and presentation skills.
3. Ability to liaise with and develop networks with a range of institutions and individuals; previous experience with schools would be particularly useful.
4. Experience in team leadership and working with staff and/or volunteers.
5. Passion for science communication.
6. Computer skills, including Microsoft Office.

Desirable Criteria:

1. Previous management experience: whether staff management, project management or both.
2. Strategic planning.
3. Previous relevant experience, for instance at another science centre.
4. Bookkeeping and budget management experience.
5. Customer service experience.
6. Experience working with children.

Nature of the Work

In this position a majority of each day will normally be spent at desk bound duties with planning, researching, administration, telephone calls and report writing. The role can be mentally demanding, juggling competing demands and headlines and managing staff and volunteers, as well as dealing with and managing the public and visiting groups. Attendance at after-hours meetings and events may also be required. As all the day to day running of the Centre is carried out in this role it is imperative that there is a reasonable level of fitness, stamina and mobility. The centre has some uneven and different floor surfaces, stairs, and operation of the vertical slide will be required which involves a ladderway.

Special Requirements

Current Driver's Licence

Current "Working With Children Check" will be required at time of appointment (will be arranged if not already held).

Uniform

A polo-style shirt is provided for all staff. A Uniform Policy applies to the wearing of the uniform and all staff are required to adhere to its provisions.

Occupational Health and Safety

Employees are responsible and accountable for:

- Complying with workplace procedures for risk identification, risk assessment and control
- Participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace
- Coming to work in a fit condition.

Discovery has a policy of no smoking in the workplace in line with Victorian workplace law.

Discovery is committed to a zero tolerance of alcohol and illicit drugs in the working environment, and will take all practicable steps to endeavour that all persons reporting for, or on duty have a zero blood level for alcohol and illicit drugs and are not impaired by other drugs.

Pay and Conditions

Negotiated contract largely based on employment conditions in the Enterprise Agreement.

Salary \$52,000 per annum.

The successful applicant for this position will be required to sign a contract and will be made aware of the Staff Policies & Procedures that they will be required to comply with during their employment. "The Bendigo Trust Enterprise Agreement 2010" can be found on [fwa.gov.au / agreements](http://fwa.gov.au/agreements). The agreement number is: AG2010/15216.

Hours of Work

The Discovery Centre is open seven days per week, every day of the year except Christmas Day, and part/all of February during which time major projects may be undertaken. Unless prevented by scheduled project work, part of the manager's holidays should be scheduled each year during the February shut down.

This position is full-time and duties are usually carried out on weekdays. Out of hours work to meet visitor demand and requirements of the business may be required at times.

Position Description Disclaimer

Responsibilities stated herein reflect the primary functions of this job and should not be considered as an exhaustive list of duties.

How to apply for this position

Applications addressing the Key Selection Criteria close at 5pm on Friday 11 January, 2013

Send applications by post or email to:

Mrs Faye Gair
Executive Assistant & HR Officer
The Bendigo Trust
76 Violet Street
Bendigo Vic 3550

Email: executive@bendigotrust.com.au

For enquiries about the position contact: Tom Seddon, CEO. Ph: 5443 8117