

Position Description: Technology Engagement Manager

Contract Duration: 2 years (with opportunity for future extension/ongoing employment for the right candidate)
Salary Level: Education Support 1-4
Position: 1.0 FTE
Normal Work hours: 8.30am-4.30pm (This position does involve occasional travel and offsite outreach program work)
Location: BioLAB – Rotherham Street Belmont VIC 3216
Contact: Yvonne Van Der Ploeg Ph: 42454100/ director@biolab.vic.edu.au

ORGANISATION ENVIRONMENT

BioLAB – The Victorian BioScience Education Centre is one of six specialist science and mathematics centres in Victoria. It is located at Belmont High School in Geelong. BioLAB's focus is to engage and inspire the next generation in science and mathematics careers using innovative technologies and techniques. It is a state wide educational resource and is accessed by over 15,000 primary and secondary students, teachers and the general public per year.

We are renowned for our inclusive, fun loving and passionate approach to education. We provide a unique blend of integrated programs which are designed under the theme: Sport and Human Performance. Our programs showcase the best in bioscience research and STEM careers including focus areas such as, exercise science, medical and health sciences, applied mathematics, and sports engineering. These programs are enhanced by the integration of the latest in sports, medical and educational technology.

BioLAB has a committed, friendly and talented team of 10 individuals; Director, Education Officers, Laboratory Manager, IT Engagement Manager and Administration Officers. Our team is also complemented by a number of casual and internship mentors.

We are funded by the Department of Education and Training and BioLAB staff are DET employees. BioLAB has a number of industry partnerships which allow us to provide real life STEM experiences to Victorian students and teachers. These partnerships include; Deakin University, Geelong Football Club, and Ripcurl.

KEY RESPONSIBILITIES

The Technology Engagement Manager leads the integration of cutting-edge technology and audio-visual equipment into our centre and programs to enhance student and teacher engagement and bring the BioLAB experience alive. The Key Responsibilities of the **Technology Engagement Manager** are:

- Contributes to the achievement of key performance indicators and strategic goals of BioLAB – The Victorian BioScience Education Centre through the purchasing, integration and management of ICT infrastructure.
- Management of ICT/AV and specialised technologies (on and offsite) to facilitate centre operations.
- Provide ICT and specialist technology support to enable the delivery of BioLAB education programs.
- Identify emerging technology to enhance the educational experience and work in a team environment to integrate, update and embed the use of new technologies throughout the centre.

Duties Frequency: D – Daily, F – Fortnightly, R - Regularly, O – Occasionally, A - Annually

Duty No.	DUTY STATEMENT	Frequency
1.0	PROGRAM DEVELOPMENT AND DELIVERY	
1.1	Develops, installs and maintains ICT infrastructure and software to support BioLAB's strategic goals and key performance indicators.	D
1.2	Manages the purchase, integration and use of the centres technology and equipment which includes sport and medical technologies such as GPS Athlete tracking systems; FIT light systems; wearable technology; metabolic cart; ipads; and dataloggers.	D
1.3	Coordinates the use of ICT and AV equipment within our onsite premises at Belmont High School and during outreach programs.	R
1.4	Assists in the development and delivery of BioLAB's on and offsite programs (with particular emphasis on the integration of ICT technologies to enhance program content and outcome) and activities in conjunction with other BioLAB staff.	D
1.5	Travels to schools/offsite locations to assist in the delivery of BioLAB outreach programs to students and teachers.	O
1.6	Maintains the centre's online environment including bookings systems, staff portal, website and centre communication systems.	R
1.7	Maintains the centres Servers, WiFi, and portable devices such as iPads, staff desktops, and laptops in conjunction with Belmont High School IT staff.	R
1.8	Works alongside Belmont High School IT team to ensure the centre maintains and adheres to all DET security and access requirements and policies.	R
2.0	STAKEHOLDER LIAISON AND TEAM DEVELOPMENT	
2.1	Liaises with internal and external stakeholders to promote BioLAB and its activities.	O
2.2	Liaises with subcontractors and specialist providers to ensure safe and engaging technology use and ICT infrastructure within the centre.	O
2.3	Assists in coordinating educational activities and training within the BioLAB team	A
2.4	Works with Director and to administer financial, physical and human resources for BioLAB programs.	O
2.5	Works in a team to maintain and document technology assets within the centre.	O
2.6	Assists in the development of bookings and administration procedures	R

Key Selection Criteria

ESSENTIAL

KSC1 Demonstrated capacity to lead the installation and maintenance of ICT infrastructure and technology-based equipment in a dynamic environment.

KSC2 Demonstrated capacity maintain an online environment including bookings systems, staff portals, outlook calendars, website and centre communication systems in an educational environment.

KSC3 Demonstrated capacity to integrate technology such as iPads, data logging and real time information sensors and systems into an educational environment.

KSC4 Demonstrated high level written and verbal communication skills and high-level interpersonal skills including a capacity to develop constructive relationships with internal teams and external audiences.

KSC5 Demonstrated commitment and capacity to actively contribute to improvement initiatives, including the design and delivery of ongoing professional learning to enable further development of skills, expertise and capacity.

KSC6 Capacity to become familiar with and maintain specialised and novel technology within a dynamic environment.

Application Requirements

All applications **MUST** address the Selection Criteria above to be considered for this position.

All applications are required to be submitted via the DET Recruitment Online portal <https://www.education.vic.gov.au/hrweb/careers/>