



Reference number:	6804	Date Approved: 16/07/2009
Title:	Education Coordinator	Closing date: 23/07/2009
Designation:	APS 5	
Division:	Parks Australia	
Branch:	Parks South	
Section:	Australian National Botanic Gardens	
Location:	Canberra	
Immediate supervisor:	Public Programs and Outreach Manager (PN 6411)	
Security classification:		

About this position

The Australian National Botanic Gardens is a major scientific and educational resource that fulfils a significant national and local role to grow, study and promote Australia's flora.

The Communication and Visitor Services unit is responsible for visitor services (including operation of Visitor Centre, interpretation and visitor research), school education, outreach (including web), public programs, marketing, communication, media and regulation and enforcement of the EPBC Act.

The Education Coordinator will supervise and coordinate the schools booking system and day-to-day presentation of school programs. They will support the ANBG's Plan of Management and work closely with the Manager Public Programs and Outreach in facilitating the strategic direction of education programs at the Australian National Botanic Gardens.

Duties

1. Supervise and coordinate the day to day operations and the school bookings to ensure the delivery of high quality and effective school and community learning programs.
2. Develop, implement and evaluate school and community learning programs related to the mission and goals of the Australian National Botanic Gardens.
3. Assist in the promotion of ANBG school and community learning programs.
4. Develop and implement staff and volunteer training programs.
5. Maintain education infrastructure, equipment and resources.
6. Participate in the planning, development, implementation and administration of Communication and Visitor Services programs and other duties as required.

Selection Criteria

All criteria will be assessed in relation to candidates' ability to perform in accordance with: the APS Values and Code of Conduct; the social justice principles of equity and workplace diversity; and occupational health and safety in the workplace.

1. **Demonstrated ability to support strategic thinking.**
2. **Demonstrated ability to achieve results.**
3. **Demonstrated ability to support productive working relationships.**
4. **Displays personal drive and integrity.**
5. **Demonstrated ability to communicate with influence.**
6. **Knowledge of and experience of Australian schools education system and role of botanic gardens in informal education. Tertiary qualifications in education or biological sciences highly desirable.**

Please note that applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering DEWHA as a potential employer.

Applications should be forwarded to:

Mr Stephen Speer
Assistant Director Communications and Visitor Services
Australian National Botanic Gardens
GPO Box 1777
Canberra ACT 2601
E: stephen.speer@environment.gov.au