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| Position Title: | Project Officer (Online and Outreach) |
| Position Classification: | Level 6 |
| Position Number: | 316712 |
| Faculty/Office: | Engineering and Mathematical Sciences |
| School/Division: | Physics and Astrophysics |
| Centre/Section: | International Centre for Radio Astronomy Research (ICRAR) |
| Supervisor Title: | Manager (Outreach, Education and Communications) |
| Supervisor Position Number: | 313221 |

Your work area

ICRAR is a WA State funded high profile equal joint venture established in 2009 between Curtin University and The University of Western Australia (UWA). The Centre's headquarters are located at UWA, with research nodes at both UWA and the Curtin. ICRAR is one of the lead Australian organisations participating in the \$3.0 billion international Square Kilometre Array (SKA) Project. ICRAR has been further funded from 2015 to 2019 with \$26 Million by the WA State Government. ICRAR is one of the largest astronomy organisations in Australia.

The SKA (<http://skatelescope.org>) will be one of the biggest science projects of this century. It will span two continents, Africa and Australia and will drive immense innovation in science and technology including supercomputing. The SKA project will be designed, planned and constructed by several international consortia, in three phases over next decade. The pre-construction phase of the (SKA) commenced in November 2013 and ICRAR is one of the lead Australian organisations actively involved in the SKA project.

Reporting Structure

Reports to: Manager (Outreach, Education and Communications)

Your role

Connecting with the broader community, communicating scientific research and promoting interest and participation in science, astronomy and engineering is an important part of ICRAR's work.

The Project Officer (Online and Outreach) performs a front line role for ICRAR's Outreach, Education and Communications team. Their job is to maintain ICRAR's online presence as well as support the delivery of programs for schools and the general community.

Key responsibilities

- Work with the Outreach, Education and Communications Team to implement ICRAR outreach and education programs
- Liaise with collaborators, schools, community groups and University staff and students to facilitate promotion of ICRAR's outreach and education activities
- Maintain ICRAR's online presence and engagement with audiences through social media platforms, including the creation of new content for web pages, Facebook pages, Twitter feeds and eNewsletters.
- Maintain the ICRAR website, including the commission of new features that support ICRAR's communication and internal activities.
- Prepare promotional material
- Assist in the organisation of events, including providing administrative support, preparation of invitee lists, venue bookings, receipt and acknowledgement of attendees, liaison with speakers and coordination of evaluation forms and mail outs
- Maintain databases, records and documentation related to outreach activities
- Periodic travel to attend key events and deliver ICRAR's outreach and education programs to schools and communities throughout Western Australia
- Assist with report writing, sponsorship and funding applications

- Other duties as required

Your specific work capabilities (selection criteria)

- Relevant tertiary qualification or equivalent competency
- An experienced science communicator with an enthusiasm for science and astronomy.
- Substantial experience managing and maintaining a public website (Wordpress content management experience favoured).
- Experience in delivering public events for the community.
- Experience in delivering public outreach and education programs (astronomy themed outreach favoured).
- Highly developed written and verbal communication skills.
- Highly developed planning and organisational skills.
- A demonstrated ability to think, problem solve and work creatively.
- A demonstrated ability to work independently and work productively as part of a team.
- Proficiency in a range of computing skills such as word processing, presentation development, spreadsheets and databases, as well as use of the internet and email.

Special Requirements

The role would require evening work and occasional travel to rural and regional areas.

Compliance

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Equity and Diversity

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at http://www.hr.uwa.edu.au/publications/code_of_ethics, <http://www.equity.uwa.edu.au>