

# Position Description



<b>Position Title:</b>	STEM Engagement Educator (Parental Leave)
<b>Position Reference:</b>	QMEA-24-02
<b>Work Period:</b>	12-month contract – multiple positions available
<b>QRC Policy Area:</b>	Skills, Education & Diversity
<b>Location:</b>	Brisbane (CBD Office)
<b>Start:</b>	13 January 2025

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## STEM ENGAGEMENT EDUCATOR – QUEENSLAND MINERALS AND ENERGY ACADEMY

The Queensland Resources Council (QRC) is a not-for-profit peak industry association representing the commercial developers, explorers and contractors operating in the Queensland minerals and energy resources sector.

### ***The Queensland Minerals and Energy Academy (QMEA)***

The QMEA is the education arm of the QRC. It is the largest and most successful industry/education partnership in Australia. It represents a partnership between QRC, the Queensland Government through the Gateway to Industry Schools Program and other educational stakeholders.

Through its school-industry partnerships, the QMEA offers a range of experiential programs to broaden knowledge of the sector for students and teachers in years 7 to 12 and provide pathways for young people into the resources sector and STEM related careers.

In 2023, approximately 5,500 students, 420 teachers and 375 industry personnel engaged in a range of QMEA activities and experiences across the state.

For further information on the QMEA refer to the website: <http://www.qmea.org.au>

### ***This Role***

As the QMEA **STEM (science, technology, engineering, maths) Engagement Educator**, you will be based in QRC's Brisbane office and service QMEA's partner schools within South-East Queensland and across regional areas of Queensland.

Working both within a team environment and autonomously, you will be responsible for the delivery of workshops, activities and camps to engage high school students with STEM pathways into the resources sector. Experience in the use of digital technologies to support this role will be highly regarded.

You will have a background in one or more STEM fields through tertiary study and/or employment, be confident working in a school laboratory setting and have excellent communication skills that will excite and engage students in STEM and its career pathways.

The workshops, activities, presentations (both face-to-face and virtual) and camps that you will be organising and delivering complement the Australian curriculum and importantly, the skill needs of the resources sector. Automation and robotics skills are increasingly in-demand from industry, and your role will expose students to the take-up of these new technological challenges through the delivery of curriculum-linked components in schools.

As a highly organised, vibrant and enthusiastic presenter, you will be required to have a demonstrated ability or the capability to work successfully in a high performing team, as well as liaising with schools and industry.

You will be responsible for strengthening the partnerships between industry and schools through the application of real-world solutions to genuine problems in industry. These programs include the in-school sessions, virtual learning experiences and QMEA's flagship "Oresome Minds" camps.

You will assist in the provision of high-quality support for teachers within QMEA schools which may include the organisation, planning and delivery of STEM teacher professional development (TPD) activities that assist the profession in embedding a resources sector context within their teaching.

**This is a full-time position and requires regular and ongoing travel throughout the state to work with QMEA schools, universities, industry representatives and other stakeholders.**

The STEM Engagement Educator position sits within the Skills, Education and Diversity policy area, and reports to the QMEA Leadership Team (Policy Director – Skills, Education & Diversity; Deputy Policy Director – Skills, Education & Diversity; Executive Manager – Skills & Education).

#### **Duties:**

As part of the QMEA team you will be responsible for:

1. Organising and delivering a range of STEM activities in schools that complement the Australian curriculum, and identifying potential new ideas for workshops that align with advancements in industry, particularly around science and technology
2. Strengthening industry/education partnerships between QMEA, QMEA schools (principals, heads of department and teachers) and industry representatives
3. Coordinating, organising and delivering a range of STEM projects and workshops in collaboration with the QMEA team, schools, sponsor companies and partner organisations that demonstrate real-life learning, problem solving and connections with industry
4. Assisting in the organisation, planning and delivery of STEM-related teacher professional development that provides resources sector related contexts for teachers state-wide
5. Thorough and timely collation of data on all engagements to provide evidence of outcomes to stakeholders

6. Monitoring expenditure in line with budget guidelines for cost efficiency/budgetary effectiveness of projects and workshops to ensure the sustainability of QMEA
7. Liaising with the QMEA Communications Manager to assist in the marketing and promotion of QMEA STEM workshops, including providing content for media and social/digital media outlets
8. Participating in training and meetings related to QMEA operations as required
9. Managing the risk and duty of care of all participants in QMEA activities
10. Other duties as may be required at the discretion of the QMEA Leadership Team

## Selection Criteria

### **Essential skills/experience**

1. Minimum 2 years' experience in STEM education (or equivalent through other employment), with the ability to engage with school students in year levels from 7 to 12 (preferably in science and technology fields)
2. Excellent communication, interpersonal, presentation and organisational skills
3. An interest in and the aptitude to rapidly upskill in the use of digital technologies tools such as Lego robotics, drones and Arduino programming as part of school engagement
4. Experience and confidence with equipment in a school laboratory or similar setting
5. Ability to apply a resources sector context to learning situations for both students and teachers
6. Proven ability to manage multiple complex activities over time and distance, and provide solutions, as required within the context of the QMEA's purpose
7. Demonstrated ability to work in a team, in a professional and collaborative environment, as well as industry, company, school and university stakeholders
8. Proven ability to be accountable for the timely review of relevant project plans, reports and commitments and achievement of project objectives
9. The capacity to exercise the highest standards of duty of care in ensuring the welfare, health, safety and the privacy of personal information of young people
10. Capacity to effectively use information and communications technologies, including Microsoft Office, email, internet, websites, databases and social media
11. Current holder of a Queensland Blue Card/Exemption Card **or** the capacity to secure Blue Card authorisation

### **Desirable skills/experience**

1. Knowledge of the resources sector within the context of skills, technology and careers
2. Understanding of student pathways into tertiary education
3. Ability to assist in the organisation and delivery of STEM related teacher professional development

### **Availability**

This is a full-time, 12-month contract position, covering parental leave arrangements within the existing team. Regular and ongoing travel is required throughout regional Queensland to schools located near resources sector operations.

## Work relationships

### Internal

1. QRC Assistant Policy Director – Skills, Education & Diversity; QRC Executive Manager – Skills & Education
2. QRC Policy Director – Skills, Education & Diversity; QMEA team: VET Project Officer, other STEM Enrichment/Engagement Officers, QMEA Business Development Manager, QMEA Communications Manager
3. Chief Executive Officer and Deputy Chief Executive; QRC Policy Directors and other QRC staff

### External

1. Key QMEA school contacts
2. Industry representatives across the minerals and energy sector
3. Government department staff and tertiary institution stakeholders

## Environmental Conditions

1. This position is based in QRC's Brisbane Office (12 Creek Street Brisbane), under a hybrid model as per the direction of the QRC Chief Executive Officer. A laptop and mobile phone are provided.
2. The Queensland Resources Council is a non-smoking work environment
3. A probation period applies to this role

## Applying for the role

Candidates are required to submit an application (2-4 pages) addressing the selection criteria together with a resume and cover letter to [matthewh@qrc.org.au](mailto:matthewh@qrc.org.au) by **close of business Monday 2 December 2024**. Please quote position reference **QMEA-24-02** in any enquiries or when applying for this position.

If you have the essential skills and experience and require further information regarding this position, please contact Matthew Heskett, Executive Manager – Skills & Education on 0436 322 336.