

**e-SCIENCE MAGAZINE COORDINATOR
POSITION DESCRIPTION**

Position Title:	e-Science Magazine Coordinator	Position Number:	Faculty/Division: Sciences
Classification:	HEO6	No. Direct Reports & Highest Classified Position: Nil	School/Branch: Faculty Office
FTE: 1.0	Reports to: Team Leader, Marketing and Student Recruitment	Fixed <input checked="" type="checkbox"/> Continuing <input type="checkbox"/>	Discipline/Unit:
Position Summary:	<p>The Faculty of Sciences is a large research intensive Faculty with four schools located over three campuses - the Schools of Biological Sciences, Physical Sciences, Agriculture, Food & Wine and Animal and Veterinary Sciences.</p> <p>The Faculty of Sciences is internationally renowned for excellence in education and research in biomedical, agricultural, environmental and earth sciences and is a leader in emerging fields such as photonics. The Faculty has brought relevance to science learning in its own curriculum by focusing it around the 'Ten Big Questions' - some of the most pertinent challenges facing the world and scientific endeavour today - and through increased provision of up-to-the-minute online learning materials. Seeing a similar need for relevance in the teaching of science at all levels, the Faculty developed e-Science Magazine. Focused on showcasing our research and its relevance to the 'Ten Big Questions' to school teachers and students, e-Science is produced each school term and is available for free worldwide through the App Store for iPad and in a device agnostic version on the web.</p> <p>The e-Science Magazine Coordinator is fully responsible for all aspects of the timely production of e-Science magazine. Responsibilities include the acquisition of written contributions from academic staff, editing and collation of content, the sourcing of supplemental multimedia, activities and resources, research into valuable tools for the teaching of science, production of curriculum documentation, & management of the design process in collaboration with service providers. In addition, the e-Science Magazine Coordinator is expected to manage the promotion of the magazine & science as a career path to key markets including school teachers & students, & to add value to the other student recruitment activities as required.</p>		
Position Characteristics:	Scope	<p>Offering a large range of specialist undergraduate degrees and postgraduate degrees, the Faculty of Sciences enrolls more than 1600 students annually. It is a large research intensive Faculty with a budget of approximately \$160 million.</p> <p>Under general direction from the Team Leader, Marketing & Student Recruitment, the e-Science Magazine Coordinator is responsible for the effective & efficient coordination of e-Science magazine production & promotion, & the support of Faculty recruitment activities.</p>	
	Significant internal/external relationships	<ul style="list-style-type: none"> • Associate Dean (Future Students) • Academic staff in the Faculty • Manager Student Services • Team Leader Marketing and Student Recruitment 	
	Special conditions	<ul style="list-style-type: none"> • Reasonable workplace adjustments will be made for people with a disability. • Some out of hours work may be required. • Some cross campus travel may be required. 	
	Delegations	Nil	

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Key Responsibilities and Outcomes	1	Manage and coordinate the production of e-Science Magazine, an online and open access educational resource for teaching science.	<ul style="list-style-type: none"> • Manage all aspects of the production of e-Science Magazine, including the sourcing, proof reading and editing of articles. • Obtain appropriate open source material for inclusion in the magazine while adhering to licensing protocols. • Develop new teaching resources and activities to accompany e-Science articles where required. • Maintain records detailing publishers' and authors' permissions. • Resolve issues relating to copyright, license agreements and access. • Coordinate authors and service providers to ensure e-Science issues are delivered on time and to a high standard.
	2	Develop and execute promotional activities for e-Science Magazine.	<ul style="list-style-type: none"> • Manage and develop the social media presence of e-Science Magazine. • Seek and coordinate opportunities for promotion of the magazine internal and external to the University, including working with professional networks associated with the teaching of science and through targeted advertising campaigns. • Identify and pursue opportunities for the recognition of e-Science and e-Science authors through awards and prizes. • Develop additional marketing materials as required.
	3	Evaluate the usefulness and reach of e-Science Magazine and manage change where needed.	<ul style="list-style-type: none"> • Evaluate the success and usability of e-Science magazine through the establishment and execution of teacher and student focus groups. • Develop recommendations and strategies for teacher involvement with e-Science. • Prioritise and implement change to the magazine where required.
	4	Establish and maintain relationships with stakeholders within and external to the University.	<ul style="list-style-type: none"> • Maintain and promote effective working relationships with key internal and external stakeholders as needed. • Represent the Faculty at meetings as required. • Liaise with internal and external stakeholders as required.
	5	Participate in recruitment activities.	<ul style="list-style-type: none"> • Participate in student recruitment activities for the Faculty's programs including student information sessions and seminars, open days and schools' visits. • Undertake student recruitment activities within South Australia.

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Criteria	Capabilities and Behaviours	Communication	<ul style="list-style-type: none"> Adapts style and content of communication of ideas and information to match the audience. Uses appropriate communication methods for effective interactions with a preference towards personal interactions. Uses high level communication skills (clarifying questions, summarising, paraphrasing) to ensure their meaning is understood. Is persuasive and confident in communicating ideas. Negotiates win-win outcomes by exploring different positions and building consensus.
		Flexibility and Adaptability	<ul style="list-style-type: none"> Shows flexibility in coping with multiple and changing priorities. Adapts to changes in environment and work demands, working effectively with a variety of situations and people. Adapts responses and tactics to fit changing circumstances. Provides ideas for improvement and constructive input into change initiatives
		Leadership	<ul style="list-style-type: none"> Takes action to develop personal qualities and skills to manage work pressures and work towards a work/life balance. Manages his/her emotions effectively within the workplace context. Encourages the team to achieve common goals. Motivates people by involving them in planning. Leads projects in areas of responsibility. Displays a confidence in own ability and a willingness to continually develop own skills and knowledge. Portrays the organisation and work area in a positive manner.
		Relationship Building	<ul style="list-style-type: none"> Respectfully interacts with people from diverse backgrounds and experiences. Shows tact and diplomacy in dealing with people. Builds trust in relationships through maintaining confidentiality and keeping commitments. Builds rapport by making informal contacts in own and other work areas

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		<p>Teamwork</p>	<ul style="list-style-type: none"> • Provides appropriate information, support and encouragement to enable successful task completion. • Actively participates in team meetings through sharing ideas and contributing to discussions. • Accomplishes shared goals through accepting joint responsibility. • Supports team members to achieve their goals by sharing workloads. • Exercises tact, tolerance and humour to promote team harmony.
	<p>Knowledge and Experience</p>	<p><i>Essential</i></p> <ul style="list-style-type: none"> • Working knowledge of the Australian Curriculum for Science including experience in the development of creative teaching resources. • Demonstrated ability to edit and proof read documents. • Demonstrated organisational and time management skills, with the ability to use initiative and judgement to establish priorities and to work under pressure to meet tight deadlines. • Demonstrated experience in Microsoft Office suite of products. <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Understanding of copyright and open source licensing in the online environment. 	
	<p>Qualifications</p>	<ul style="list-style-type: none"> • Tertiary qualification in a teaching, science or equivalent education and/or experience 	
<p>Occupational Health, Safety and Welfare Requirements</p>		<ul style="list-style-type: none"> • All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions. 	

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<p>University Expectations</p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; • Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; • Perform their responsibilities in a manner which reflects and responds to continuous improvement; and • Read, understand and comply with all University policies and procedures. 	
<p>Approvals: Head of School / Branch Manager</p>	<p>Head of School / Branch Manager Name: Signature: Date:</p>	<p>Director Human Resources Name: Signature: Date:</p>
<p>Acknowledgement of Incumbent</p>	<p>I have read and understood the requirements of the position Name: <i>(please print)</i> Signature: Date:</p>	