

Position Description

Position Title:	Educator
Reports To:	Senior Educator
Responsible For:	N/A
Group and Team:	Community Spaces and Places – Museum and Heritage Services
Children's Worker:	Yes
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To deliver education activities related to the activation of the collection and the sharing of stories through digital and physical experiences. Assist with the planning, development and delivery of innovative and exciting curriculum-based education programmes, learning experiences, and content for museum users. Actively promote the museum's learning activities to the education community, including scheduling and arranging visits.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Delivery of Museum Learning Experiences

- Design, develop, and deliver practical, interactive learning experiences that complement and enhance classroom learning, positively impact student learning outcomes, and support students to achieve the outcomes of The New Zealand Curriculum and Government education goals and, where possible, Government priority contexts.
- Assist with the forward planning for the Enriching Local Curriculum (ELC) programme (or similar) and ensure that quality programmes and services are delivered that meet or exceed ELC contract requirements.
- Appropriate practical experiences are delivered using a variety of media and learning approaches.
- Visitors' requirements are met, and evaluations show a high level of satisfaction.
- Assist in ensuring community groups and education providers are kept informed as to the opportunities provided by Te Unua Museum of Southland.
- Education resource units and programmes offered reflect the trends and developments in Museum education, as well as the policies and curriculum of the Ministry of Education.

Communication and liaison with schools

- Provide assistance when liaising with schools to promote curriculum-linked programmes, providing appropriate information and liaising with individual teachers, schools and teachers' associations.
- Negotiate visits to meet the needs of teachers and students.
- Organise and implement mobile delivery of ELC programmes, within Ministry objectives, where opportunities present themselves.

Scheduling and related administrative tasks

- Assist with the provision of an appropriate administrative framework for scheduling visits, supported with resources and appropriate staff where required.
- Ensure bookings are recorded electronically and scheduled to provide optimum learning experiences and efficient use of all resources.

Interpretation of the collection

- Work with the Education Team and wider Experience Team to contribute to educational interpretation and programmes associated with collections at an appropriate level.
- Research, develop, resource and deliver relevant programmes that meet the needs of Te Unua and its diverse audiences. Demonstrate a commitment and understanding of the principles of Treaty of Waitangi, biculturalism and multiculturalism as they relate to Te Unua and its programmes.

Partnerships and other opportunities

- Create and maintain quality, long-lasting relationships with the Murihiku Southland educational community, with a focus on educational experience and programming development and delivery.
- Assist with the planning and delivery of after-school, sleepovers, and school holiday programmes.

Strategy and Planning

- Support the strategic development of educational delivery areas in line with community and LTP requirements, as well as future needs.
- Support planning of the overall education programme with consideration and sound understanding of the museum vision, strategy and values and the operating environment, including audience demographics, seasonal considerations, balance of programme, budget, partnerships, risk, regional context and opportunities within international/national and local initiatives i.e., significant anniversaries and important events.
- Support planning of the overall museum programme.
- Provide input into the development and improvement of procedures, systems, processes, and ways of working.
- Deliver special projects with external stakeholders and ensure they are implemented in line with expectations.
- Ensure the escalation of significant education-related issues to the relevant team members, and assistance is provided to formulate policy.

What You Will Bring

The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

A relevant tertiary qualification in Education and/or previous experience in a similar position NZ (and Australian where applicable)
Police clearance to meet the requirements of the Vulnerable Children Act 2014
Full New Zealand Driver's Licence

Desirable:

A degree or equivalent subject knowledge in an area of the Museum's specialisations and/or functions.
A relevant qualification in Te Reo Māori, mātauraka Māori, and/or demonstrated knowledge and experience working within Te Ao Māori.

Knowledge, Skills and Experience

Essential:

1+ years teaching experience
Experience in the arts, culture, heritage, and/or education sector in programming development and delivery.
Experience in the use of Microsoft Office applications (Excel, Word, Access)
Proven ability to build and maintain relationships with stakeholders, contractors and communities
A record of sensitively handling complex situations to deliver successful outcomes
A proven capacity for effective and positive communication, with strong reasoning, prioritisation and problem-solving skills, including public presentation skills and report writing experience
An ability to make sense of information from a range of sources, and sound judgment to know when and how to elevate issues and possible solutions as needed
Demonstrable planning, resourcing, and prioritisation skills, with excellent attention to detail.

Desirable:

Good working knowledge of New Zealand history, in particular Southland history
Previous working experience with mana whenua and a sound understanding of bicultural and multicultural aspects of our community
An awareness and understanding of the Museums Aotearoa Code of Ethics and relevant legislation and their application

Agreement

Employee

Name	Sign	Date
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Manager

Name	Sign	Date
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Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.