Position Title	STEAM Programs Officer
Position Number	M18
Department	Technical Services
Classification	Band 5
Date Approved	January 2026
Probationary Period	6 months
Mandatory Checks	Working with Children Check and National Police Check

OUR ORGANISATION

Whitehorse Manningham Regional Library Corporation delivers high quality library services to the communities of Whitehorse and Manningham. The Corporation operates branch libraries at Blackburn, Box Hill, Bulleen, Doncaster, Nunawading, The Pines, Vermont South and Warrandyte. Online services are provided through www.wml.vic.gov.au.

OUR VALUES

POSITION OBJECTIVES

Strategic:

- Contribute to the development and achievement of Corporate and Departmental goals.

Operational:

- Develop and deliver a comprehensive suite of community STEAM (Science, Technology, Engineering, Arts and Mathematics) programs and events to meet the diverse learning needs of the community.

KEY RESPONSIBILITY AREAS

- Support the New Technologies / Branch Manager to identify community needs for STEAM engagement and learning.

- Design, schedule and evaluate community programs that support software use, coding, robotics, basic engineering principles and creative arts technologies.

- Assist the New Technologies / Branch Manager in the development of partnerships and opportunities for collaboration at service points, including but not limited to educational institutions, community service venues, Neighbourhood Houses, festivals and other community meeting places to promote integrated STEAM literacy.

- In conjunction with the Coordinator Partnerships and Programs, ensure a coordinated and standardised approach to STEAM program delivery across the library and learning service.

- Monitor and report against performance indicators for community learning objectives, ensuring outcomes are met.

ORGANISATIONAL RELATIONSHIPS

Reports to: New Technologies / Branch Manager

Supervises: Nil

Internal Contacts: Information Communication Technology staff, Coordinator Partnerships and Programs, Manager Collections and Information Services and other staff as required

External Contacts: Library Users, Council Departments, Community Groups and Schools

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is accountable to the:

- New Technologies / Branch Manager for the effective delivery of STEAM community programs and events.

- Coordinator Partnerships and Programs for the effective scheduling of community programs and events.

The position's authority and freedom to act is subject to clear guidelines. The incumbent fully briefs the New Technologies / Branch Manager on all issues of operational importance and issues which may impact on customer service, cost or time schedules.

JUDGEMENT AND DECISION MAKING

Decisions made by the position impact on the nature and quality of branch services, and on local community perceptions of those services.

The objectives of the work are usually well defined but the particular approach to be used may be selected from a range of available alternatives. The work may involve solving problems, using established procedures and guidelines, and prior professional and technical knowledge. Independent judgement may be required but guidance and advice would usually be available within the time required to make a choice.

KEY COMPETENCIES

Specialist Skills and Knowledge:

- High-level proficiency in STEAM-related applications and the ability to rapidly acquire skills in emerging scientific and creative technologies.

- Maintains a contemporary knowledge of emerging STEAM trends and a proactive understanding of evolving community interests and learning needs.

- Highly developed skills in STEAM training development, presentation and evaluation.

- Knowledge and understanding of learning principles and group training techniques.

- Understanding of the function of the position within its organisational context.

Management /organisational skills:

- Time management skills, understanding of workflow, ability to plan and organise work and to apply procedures appropriately.

- Ability to maintain appropriate records and to produce reports as required.

- Ability to efficiently achieve set objectives within allocated timeframes, staffing resources and budgets.

- Ability to implement appropriate control plans to manage risks associated with STEAM activities and practices.

- Design efficient programs and activities / systems / procedures that maximize the effective use of resources across the library service.

- Ability to train and offer guidance to other staff.

Interpersonal skills:

- Sound, friendly, helpful and efficient communication skills.

- Ability to gain the co-operation of others.

- Strong commitment to the provision of quality customer focused services.

- Support for the achievement of team objectives before individual goals.

QUALIFICATIONS AND EXPERIENCE

Prerequisites:

- Current Working with Children Check.

- Satisfactory National Police check at commencement and at regular intervals throughout employment with the Corporation. An unsatisfactory assessment may result in an offer of employment being withdrawn.

Essential:

- Relevant tertiary qualification e.g. Degree/Diploma in Technology, Science, Education or related field or lesser formal qualifications and appropriate industry experience.

- Certificate IV in Training and Assessment or demonstrated experience in delivery of training/programs.

- Valid Victorian driver's licence.

HOURS OF DUTY AND LOCATION

- Positions within the Whitehorse Manningham Library Service are not fixed at the one location and may be required to work at any service point within the region, dependent upon business needs.

- The incumbent may be required to undertake evening and weekend work

REMUNERATION

In the range Band 5A – 5D

SELECTION CRITERIA

- High-level skills in a diverse range of STEAM and creative technologies, with the ability to identify and support community learning and engagement. Examples of skills required could include:
  - Creative Arts & Maker Technology: Ability to facilitate workshops in digital and analogue "maker" crafts, including textile arts (e.g., sewing, fabric modification), precision cutting tools and the integration of electronics into creative projects.
  - Digital Media & Content Creation: Expertise in platforms for digital storytelling, including audio/visual production, 3D design and fabrication and the use of software to develop original digital assets.
  - Scientific & Engineering Principles: Practical knowledge of electronics, circuit building, and mechanical engineering. Ability to translate complex scientific concepts (such as physics, mathematics or renewable energy) into accessible, hands-on community learning activities.
  - Computational Thinking & Robotics: Proficiency in facilitating coding literacy across various skill levels and managing programmable hardware to demonstrate logic, automation and robotics.
  - Interactive Design & Emerging Technology: Experience with immersive technologies (Virtual or Augmented Reality) and gaming platforms as tools for social connection, collaborative problem-solving and educational engagement.

- Ability to contribute as a team member with a quality and customer service focus.

- Demonstrated expertise in the planning, development, management, implementation and evaluation of training programs.

- High level communication and interpersonal skills, including the capacity to relate to people of all backgrounds and ages.

- Experience in working with community-based organisations and an understanding of co-design principles

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- Relevant qualifications and experience.

INHERENT REQUIREMENTS OF THE POSITION

Substantial manual handling is an inherent physical requirement of working in this role.

Task	Performed Often (5+ times in one shift or sustained for 30 minutes)	Performed Sometimes (Less than 5 times in one shift)	Never / Rarely Performed
Passive			
Keyboard duties	✔		
Reading tasks	✔		
Writing tasks	✔		
Telephone duties (incoming and outgoing calls)	✔		
Sitting (extended periods)	✔		
Walking / Standing (brief periods)	✔		
Walking / Standing (extended periods)	✔		
Climbing stairs		✔	
Driving a car	✔		
Manual Handling			
Lifting / carrying < 20kg	✔		
Lifting / carrying > 20kg			✔
Pushing / Pulling trolleys	✔		
Bending, squatting or reaching	✔		
Repetitive arm / wrist movements	✔		
Bending or twisting spine	✔		
Looking up/down	✔		
Reaching forwards or sideways	✔		
Gripping or grabbing	✔		
Sensory			
Fine Hand Coordination		✔	
Hearing – hold direct conversation	✔		
Hearing – telephone	✔		
Visual – read materials and signage	✔		
Emotional & Cognitive Requirements			
Exposure to challenging conversations and behaviours		✔	
Dealing with grief and loss		✔	
Communicating with elderly and patrons from CALD communities	✔		
Emotional resilience	✔		
Providing empathy and support	✔		
Problem solving	✔		

Note: This table is not an exhaustive list of all the job factors, but forms a basic capability guide to the activities required to undertake the role.

1. **General Conditions**
   - WMRLC employees are required to observe all Corporation policies, codes of conduct and follow work instructions and relevant regulations.
   - All positions may be required to work at any service point within the Region.
   - Employees are expected to manage Corporation records in accordance with the relevant policies and procedures.
   - Working conditions are governed by the WMRLC Enterprise Agreement.

2. **OH&S and Risk Management**

All staff are expected to:
   - Follow established safe operating practices, procedures and instructions;
   - Take reasonable care for their own OHS and that of their colleagues;
   - Seek assistance when unsure of practices and procedures to perform a task;
   - Report all hazards, incidents, injuries, near misses and potential risks as soon as practicable to their supervisor;
   - Actively participate and contribute to preventative OHS strategies, audits, team meetings and training.

Staff in supervisory roles are responsible for ensuring that safe work practices are followed and for issuing directions to correct or stop unsafe work practices in the workplace.

3. **Equal Opportunity, Human Rights and Bullying**

The Corporation is committed to the principles of Equal Opportunity and Human Rights and believes that all employees should be able to work in an environment free of discrimination and harassment. Staff are encouraged to support each other in creating and maintaining an environment that is free of harassment.

All employees of the Corporation have a responsibility to treat each other fairly and with respect and act in accordance with the Occupational Health and Safety, Equal Opportunity and Bullying in the Workplace policies. As an employer, the Corporation will not defend or support discriminatory actions of staff that are unlawful.

4. **Code of Conduct**

All staff are required to observe the standards of conduct and behaviour outlined in the Code of Conduct. A breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

5. **Privacy**

The Corporation is committed to complying with the Victorian Privacy and Data Protection Act 2014. The Corporation recognises the importance of the privacy of personal information collected by the Library Service and is committed to ensuring that personal information is appropriately stored and managed. All employees are required to follow the Corporations Information Privacy Policy at all times.

6. **Child Safety Commitment**

The Corporation is committed to the safety and well-being of all children and young people participating in our programs and visiting our libraries. All employees are expected to adhere to the Corporation's Child Safe Policy, acknowledging their right to be treated with respect and protected from harm.

7. Capabilities

- **Emotional intelligence –** manages emotions to positively influence behaviour
- **Growth mindset** – open to learning and new experiences, invests in their own development
- **Collaborates –** cultivates collaboration across the Corporation, striving for shared outcomes and building partnerships
- **Engages others –** establishes effective relationships to achieve shared goals
- **Time management –** plans the delivery of work while balancing priorities and resources
- **Continuous improvement –** proactively improves the efficiency and quality of processes and systems.

8. Intent

The intention of the position description is to provide an outline of responsibilities at a point in time. Responsibilities may evolve in accordance with organisational needs.

ACKNOWLEDGEMENT

I _____ ,   have read and understood the position description and agree to perform in the position of STEAM Programs Officer as per the requirements of the position description.

_____   _____
(Employee signature)   Date

_____   _____
(New Technologies / Branch Manager)   Date