

POSITION DESCRIPTION

Education Officer - ARC TC-SaSH



POSITION DETAILS

Position Title	Education Officer - ARC TC-SaSH
Classification	HEW 5 – 0.8 FTE
Position Number	7016530
School/Office	Hawkesbury Institute for the Environment
Division	Provost

POSITION PURPOSE

The ARC Training Centre for Smart & Sustainable Horticulture is funded by the Australian Research Council (ARC) under the Industrial Transformation Training Centre program. It will run for five years from 2025-2030. The Education Coordinator provides planning, scheduling and operational support for the training and education programs within the Centre. The Education Coordinator will assist in reporting activities as required for the purpose of meeting key performance milestones.

Subject to the University's operational requirements, the incumbent may have an opportunity to express interest in working overseas, either with a strategic partner or at an overseas campus for a fixed period of time.

KEY ACCOUNTABILITIES

- 1. Coordinate Training & Education Planning**
 - Work with the Centre Director, Centre Manager, and Centre Research & Training Committee to develop a Training and Education Plan for the Centre.
- 2. Coordinate Education Material Development** In consultation with the Centre Director, Centre Manager, and Centre Research & Training Committee, develop and coordinate educational materials and resources in line with the training and education goals of the Centre.
- 3. Organise training programs and events**
 - Organise events such as symposia, masterclasses, workshops and stakeholder meetings linked to education and training.
 - Gather communications content from academic staff and Centre participants for use in training and education materials, events, and media.
- 4. Stakeholder Engagement**

- Develop and maintain effective stakeholder relationships with Centre academics, students, industry stakeholders, and members of the public for the design and delivery of science training and general education initiatives.
- Foster HDR student wellbeing and assist with the cultivation of a cohesive, inclusive multi-campus student community.
- Develop and support learning communities for industry partners and horticulture professionals, and for high school teachers implementing the Centre's educational resources.

5. Governance & Secretariat Support

- Under the direction of the Centre Manager, develop, coordinate and/or manage processes related to the training and education activities of the Centre.
- Provide secretariat support to the Centre's Research & Education Committee and its sub-committees, as directed by the Centre Manager.
- Manage online content and website materials
- Provide reporting on training and educational activities to the Centre Committees and funding agencies as required.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A graduate degree with experience in a relevant field or an equivalent combination of relevant experience and/or education/training/science communication.
2. Experience in developing training and education programs, materials, and resources for a range of audiences.
3. Experience in developing, organising, uploading and delivering education and training events of different sizes, styles and lengths, online and in-person, live and on-demand.
4. Highly developed interpersonal, communication, and customer service skills, with the ability to develop and maintain positive relationships with students, staff, and other stakeholders.
5. High level organisational, time and workload management skills, and experience supporting multiple concurrent projects.
6. High level computing skills including Microsoft Office suite of programs, design programs, learning and content management systems, and website design and management experience.

KEY RELATIONSHIPS

This position reports to the Centre Manager, ARC Training Centre for Smart and Sustainable Horticulture. This position has no supervisory responsibilities.

Success in the role will be dependent on developing and maintaining positive relationships with:

1. Institute Director
2. Director of Research
3. Institute Manager
4. Supervisor
5. Various Academic staff within HIE
6. Colleagues in the theme, the Institute, and across the University
7. ARC TC-SaSH Centre team members.

CHALLENGES

- Navigating competing priorities across multiple stakeholder groups both internal and external while maintaining service quality.
- Responding to evolving student needs and expectations in a hybrid learning environment.
- Ensuring compliance with complex and changing regulatory frameworks.
- Driving innovation in service delivery within constrained budgets and resources.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: People and Culture Partner

Date: 28 July 2026