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| Reference number: | 6411 | Date Approved: 16/07/2009 |
| Title: | Manager Public Programs and Outreach | Closing date: 23/07/2009 |
| Designation: | APS 6 | |
| Division: | Parks Australia | |
| Branch: | Parks South | |
| Section: | Australian National Botanic Gardens | |
| Location: | Canberra | |
| Immediate supervisor: | APS Executive Level 1 (PN 6334) | |
| Security classification: | | |

About this position

The Australian National Botanic Gardens is a major scientific and educational resource that fulfils a significant national and local role to grow, study and promote Australia's flora.

The Communication and Visitor Services unit is responsible for visitor services (including operation of Visitor Centre, interpretation and visitor research), school education, outreach (including web), public programs, marketing, communication, media and regulation and enforcement of the EPBC Act.

The Manager Public Programs and Outreach will manage a small team of four staff involved in school and community education, web, exhibitions, public programs, communications and media. They will support the ANBG's Plan of Management and work closely with the Assistant Director of Communication and Visitor Services in facilitating the strategic direction of education, outreach and public programs at the Australian National Botanic Gardens.

Duties

1. Manage the outreach, education and public programs areas to ensure effective and efficient delivery, monitoring and evaluation of all programs and services.
2. Provide strategic planning, policy, administrative and professional advice on all aspects of outreach, education and public programs offered by the Australian National Botanic Gardens.
3. Contribute to the planning, development, evaluation and coordination of outreach, education, marketing and media programs at the Australian National Botanic Gardens (including liaison with stakeholders and joint ventures).
4. Prepare reports and articles on the operation, monitoring and evaluation of Public Programs and Outreach unit.
5. Support Visitor Services, Living Collections, Centre for Plant Biodiversity Research and other teams in the delivery of education, outreach and communication programs at the Australian National Botanic Gardens and other duties as required.

Selection Criteria

All criteria will be assessed in relation to candidates' ability to perform in accordance with: the APS Values and Code of Conduct; the social justice principles of equity and workplace diversity; and occupational health and safety in the workplace.

1. **Demonstrated ability to support strategic thinking.**
2. **Demonstrated ability to achieve results.**
3. **Demonstrated ability to support productive working relationships.**
4. **Displays personal drive and integrity.**
5. **Demonstrated ability to communicate with influence, especially oral and written communication.**
6. **Knowledge of the role of a national botanic garden or other national collecting institutions. Knowledge and experience in outreach, education or public programs in botanic gardens and/or other collecting institutions. Successful completion of a tertiary qualification in education, communication, marketing, the environmental sciences or similar highly desirable.**

Please note that applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering DEWHA as a potential employer.

Applications should be forwarded to:

Mr Stephen Speer
Assistant Director Communications and Visitor Services
Australian National Botanic Gardens
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