



DISCOVERY SCIENCE + TECHNOLOGY CENTRE

POSITION DESCRIPTION

Position: Assistant General Manager (2IC)

Salary: \$85,000

Job Type: Permanent - Full Time

Location: Bendigo, Victoria, Australia

The Discovery Science and Technology Centre Bendigo is seeking a dynamic and motivated individual to join our team as Assistant General Manager. This role is pivotal in supporting the Centre's mission to inspire curiosity, promote STEM education, and foster a spirit of inclusivity and collaboration within our community. The successful candidate will possess excellent organizational skills, a genuine passion for STEM education, and a demonstrated ability to secure and manage grants. They will work closely with the Centre Manager and staff to ensure the smooth operation of all activities and programs, while upholding our values of inclusivity, curiosity, fun, and collaboration.

Working at Discovery

We are a small not-for-profit community enterprise with an enthusiastic team of creative professionals committed to fun-first learning. During the week we work with primary schools and early childhood centres and on weekends we buzz with families engaging with over 100 hands-on exhibits, our early year play space, our famous vertical slide and the awe-inspiring Bendigo Planetarium.

What we stand for

Vision- To break down barriers and make STEM accessible for all

Mission- To inspire and nurture scientific curiosity.

Values

- **Fun-** Fun is an essential component of learning... and just happens to be something that we like to have a lot of, so that's a bonus for us!
- **Inclusivity-** Discovery is inclusive, we respect everyone for who they are. The best solutions are community led and supported. Science has to be accessible to absolutely everyone.
- **Collaboration-** We take our work very seriously...we just like to enjoy doing it. We work together to reach shared goals because lots of brains are always better than one.

- **Inspiring**- We embrace change and lead the way in a rapidly evolving world. We seek to inspire and nurture curious minds to come up with innovative solutions for a brighter future.
- **Curiosity**- We encourage everyone to never stop being curious.

Position Objective

The Assistant General Manager will assist with the delivery of The Discovery Centre's strategic directions, while providing a safe workplace with engaged staff, and a sustainable for purpose organisation. The Assistant General Manager will hold responsibility for ensuring quality, financial performance and organisational culture, as well as the provision of high-level advice to the Board and General Manger, including analysis of the operating environment and its opportunities, risks and emerging trends. The Assistant General Manager is required to meet the objectives set down by the General Manager and the Board in strategic annual plans and specific Assistant General Manager KPIs.

The Assistant General Manager will have creative flair and a passion for science education and be focused, determined and results driven.

Strategic Directions

STEM for all

- Increase confidence & competence of fun-based STEM learning in Central Victorian Primary and Early Years Educators.
- Discovery grows strategic partnerships with leading educators.
- Discovery reaches people beyond its building.
- Increase Discovery's visibility at key moments in Bendigo's community life.
- Discovery identifies and supports the whole community to become inspired by scientific curiosity.

Discovery Renewed

- Create Masterplan that moves Discovery towards being a more inclusive, fun and accessible space for all.
- Secure funding for a feasibility study and masterplan for the renewal of Discovery.
- Implement the Masterplan.

A financially sustainable institution

- Increase centre attendance and usage.
- Build business, government, philanthropic and community partnerships for projects and operational funding.
- Grow profitable revenue streams and maximise revenue per visitor.
- Create a vibrant online presence to grow both virtual and personal interactions.
- Ensure the efficient allocation of resources.

A snapshot of your day

As our Assistant General Manager, you'll be accountable for:

- Making sure the team and centre are ready and prepared for the day ahead.
- Ensuring the team have the skills and training required to provide inspiring and educational activities and exceptional customer service whilst adhering to safety requirements.
- Providing authoritative advice to The Board and General Manager.
- Managing and monitoring grants.
- Exploring opportunities to improve the financial sustainability of the organisation whilst delivering on our strategic priorities, mission, values and vision.
- Actively seeking and building relationships with community organisations and philanthropic organisations.

Key Responsibility Areas

Corporate Management

- Support the General Manager to lead, direct and influence and report on the organisation's activities.
- Support the effective implementation of policies, programs and decisions.
- Provide well-informed advice to the General Manager and Board of Directors.
- Ensure that quality is embedded within the organisation and is understood to impact on consumer experience.
- Ensure that staff are kept informed of policies, orders and resolutions.
- Maintain and promote the reputation and visibility of the Discovery Centre by acting as a spokesperson of the organisation
- Support the delivery of marketing campaigns to improve visibility of The Discovery Centre
- Actively pursue business development opportunities for Discovery through partnerships with other organisations and foster effective relationships with philanthropic bodies.
- Represent the Centre at community events, meetings, and conferences to promote awareness and participation.
- Collaborate with local schools, businesses, and organizations to expand outreach and partnerships

Finance and Administration

- Support the General Manager in the preparation, negotiation and submission of the annual budget and ensure that all programs and works designated in the budget are carried out within specified financial and time parameters.
- Research, identify, and apply for grants to support the Centre's initiatives and programs.
- Develop comprehensive grant proposals and budgets in collaboration with the General Manager.
- Manage grant funds effectively, ensuring compliance with reporting requirements and deadlines.
- Cultivate relationships with funding bodies, sponsors, and donors to enhance financial support for the Centre.
- Provide detailed Financial Plans concerning proposed projects to the Board.
- Delegate staff administration of contracts and responsibilities as appropriate.

- Proactively monitor and respond to business opportunities.

Human Resource Management

- Help drive a culture that is inclusive, supportive and accountable.
- Ensure alignment of organisational objectives and values.
- Maintain workplace practices as detailed in Occupational Health and Safety Legislation.
- Support the General Manager to ensure that all statutory, award and legislation requirements concerning Training, Staff Development, and EEO are met.
- Invest in staff training that strengthens achievement of organisational objectives and drives quality.
- Support the General Manager to recruit and appoint staff to meet the organisation's requirements.
- Maintain a consultative approach to the effective and timely resolution of industrial issues.

Policy Development

- Identify, develop and review as required.
- Continually monitor productivity, efficiency, effectiveness and customer service.
- Support the General Manger to process legal matters and concerns raised.

Other Duties

- Any other duties consistent with the responsibilities of the position, as required.

General Relationships

Reports To: General Manager

Internal Liaisons: Board Members, Sub Committees and all staff

External Liaisons: Represents Discovery to a wide range of Commercial, Government, Public and Private Organisations as well as the general public.

Accountability and Extent of Authority

The Assistant General Manager must be able to demonstrate ability in:

- The fulfillment of the organisation's strategic directions and objectives.
- The maximisation of performance of all staff.
- Strategic planning to follow a Board's Governance Policy.
- At all times operate in accordance with The Discovery Centre's values.

Special Requirements

Current "Working with Children" check will be required at time of appointment
(provided if not already obtained)

Willing to get a police check completed

Practical knowledge from working in a not-for-profit environment would be highly regarded.

Qualifications

- Project management or management qualifications would be highly regarded.

Key Selection Criteria

1. Organizational Skills:
 - Proven ability to manage multiple tasks and projects simultaneously, with strong attention to detail and excellent time management skills.
2. Grant Acquisition and Management:
 - Experience in researching, writing, and managing grants, including compliance with reporting requirements and deadlines.
3. Marketing Experience:
 - A keen eye for marketing and promotional activities, with the ability to develop and implement effective marketing strategies to increase visibility and engagement.
4. Team Leadership and Collaboration:
 - Strong leadership skills with experience in recruiting, training, and supervising staff and volunteers, fostering a collaborative and inclusive work environment.
5. Community Engagement:
 - Experience in building and maintaining relationships with community organizations, schools, businesses, and philanthropic bodies to expand outreach and partnerships.
6. Financial Acumen:
 - Ability to support the preparation and management of budgets, ensuring financial sustainability and efficient resource allocation.
7. Communication and Interpersonal Skills:
 - Excellent written and verbal communication skills, with the ability to provide clear, authoritative advice to the General Manager and Board of Directors.
8. Passion for STEM Education:
 - Demonstrated enthusiasm for STEM education and the ability to inspire curiosity and engagement in scientific topics among diverse audiences.
9. Commitment to Inclusivity and Diversity:
 - A demonstrated commitment to fostering an inclusive and diverse environment, ensuring that STEM education is accessible to all members of the community.

We are committed to building a diverse and inclusive workforce and encourage applications from individuals of all backgrounds. Discovery embraces inclusion and diversity and strongly encourages Aboriginal and Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds to apply. If you are passionate about inspiring curiosity and fostering a love of science and technology, we invite you to join our team at the Discovery Science and Technology Centre Bendigo.

To apply, please submit a cover letter, key selection criteria responses and resume detailing your relevant experience and qualifications to manager@discovery.asn.au or call 03 5444 4400 if you have any questions about the role.

Applications will be accepted until the 27th of June, 2024.