

Role Description

University Program Demonstrator

Cluster	Department of Planning & Environment
Agency	Office of Environment and Heritage
Division/Branch/Unit	Taronga Conservation Society Australia
Location	Taronga Zoo
Classification/Grade/Band	Clerk Grade 5
Kind of Employment	Casual, Temporary, Ongoing
ANZSCO Code	
PCAT Code	
Agency Website	www.taronga.org.au

Agency overview

Taronga Conservation Society Australia (Taronga) forms part of the **Department of Planning, Industry and Environment** (DPIE) Cluster and the Energy, Environment and Science Group. It is established under NSW Government legislation and is governed by a Board appointed by the NSW Minister for Energy and Environment. Taronga's vision is to create a shared future for wildlife and people. Through its efforts Taronga protects endangered species, increases understanding of wildlife and inspires community action.

Primary purpose of the role

Actively engage with, and facilitate students undertaking undergraduate practical sessions including as part of the Bachelor of Science / Bachelor of Advanced Studies (Taronga Wildlife Conservation) at both Taronga Zoo and the University of Sydney, Camperdown Campus.

Key accountabilities

- Guide and facilitate students in prescribed and structured practical sessions
- Promote discussions with individuals and among groups to encourage active, inquiry-based learning by posing questions and scenarios instead of presenting facts
- Undertake all training and assessment activities to ensure thorough understanding the content and concepts of practical sessions
- Collaborate with Taronga and University of Sydney (where required) coordinators and other demonstrators to ensure consistency and quality of content delivery
- Supervise and mark assessments as required
- Be professional and punctual at all times and comply with Taronga's Customer Service Charter and suggest initiatives for further improvement to ensure industry leading standards are maintained.
- Comply with and suggest sustainability practices in the workplace to help achieve Taronga's sustainability targets and reduce environmental impact.
- Deliver practicals in a safe learning environment and comply with and report any Work, Health and Safety incidents in line with Taronga's Work, Health and Safety Charter.

Key challenges

- Managing a diverse range of students with different backgrounds and learning expectations
- Ensuring continuity of the student experience over large cohorts
- Managing the expectations of both Taronga Zoo and University of Sydney

Key relationships

Who	Why
Internal	
Manager/Supervisor	To receive direction, instruction and performance feedback; to provide support and information; and to ensure ongoing communications and a professional working relationship
Team and other Taronga colleagues	To work professionally and collaboratively together; to provide/receive support, information and services; and to ensure ongoing communication, professional working relationships, and a positive and productive team culture
External	
Stakeholders (which may for example include zoo visitors, consultants, contractors, suppliers, sponsors, media, auditors, government agencies and/or authorities)	To receive/provide information, assistance, excellent customer service and/or work collaboratively together; and to represent Taronga in a professional and ethical manner

Role dimensions

Decision making

- This position reports to the University Program Manager and Lecturer, Taronga Zoo
- This role does not have formal delegation.
- This role is expected to follow management instructions and uphold Taronga's Code of Conduct, Policies, Procedures, Charters (WHS, Customer Service and Animal Welfare) and Environmental Sustainability endeavours.
- Take reasonable care of own safety and ensure own conduct does not adversely affect the health and safety of others.
- Project a positive company image, work constructively as a Taronga team member, and report Taronga Compliance breaches.

Reporting line

This position reports to the University Program Manager and Lecturer, Taronga Zoo.

Direct reports

This role does not have any direct reports but is expected to work collaboratively with a broad range of internal and external stakeholders.

Budget/Expenditure

The role must operate with the financial delegations in accordance with Taronga and NSW Government finance policy and procedures.

Essential requirements

- Hold at minimum a Masters, or be studying a PhD, in a related science discipline
- Obtain and maintain a current paid NSW Working with Children Check at own expense.

In the interest of the health and safety for everyone accessing a Taronga workplace, it is a requirement of the incumbent, who can safely vaccinate against Covid-19, to do so and provide their certificate prior to commencement.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Foundational
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate **immediate** competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes	Intermediate	Adapt existing skills to new situations
Manage Self		Show commitment to achieving work goals

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		• Show awareness of own strengths and areas for growth and develop and apply new skills • Seek feedback from colleagues and stakeholders • Maintain own motivation when tasks become difficult
Personal Attributes Communicate Effectively	Adept	• Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Plan and Prioritise	Intermediate	• Understand the team/unit objectives and align operational activities accordingly • Initiate, and develop team goals and plans and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals • Accommodate and respond with initiative to changing priorities and operating environments
Relationships Project Management	Intermediate	• Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans