



Position Description

Science Teacher Program Manager (0.8 – 1.0 FTE)

POSITION TITLE	Science Teacher Program Manager
ORGANISATION	Science Teacher's Association of Victoria (STAV)
TERMS	Part Time or Full Time (0.8–1.0 FTE), 2 Year Fixed Term contract
REMUNERATION	\$110K (plus superannuation)
LOCATION	Carlton office location with flexible workplace arrangements
REPORTS TO	Executive Director
KEY INTERNAL RELATIONSHIPS	Executive Director; Events, Membership, Communications and Administration teams; Council Committees as required
KEY EXTERNAL RELATIONSHIPS	Science teachers and school leaders; VCE and F-10 contributors; universities; industry and sector partners; VCAA and government stakeholders as appropriate

About STAV

The Science Teachers' Association of Victoria (STAV) advances science education through offering professional learning and other opportunities for science teachers to engage students and the wider community in the real-life applications of science

STAV Vision

A community that demonstrates its passion for science and science education and thrives on innovation and renewal.

STAV Values

Authenticity and innovation: We listen carefully and reflect on practice and value critical thinking. We model scientific process and seek to constantly learn and improve. We are ambitious and adaptive as we look to the future, and we strive to respond proactively within our context and role.

Collaboration and connection: We collaborate across educational settings, inclusive of all science teachers and model a constructive spirit. We enable teachers to galvanise and connect with students, each other, and with society.

Diversity, Equity and Inclusion

STAV is an equal opportunity employer and welcomes applications from people of all backgrounds and experiences. We value diversity and recognise the strength it brings to our organisation and the communities we serve.

Role Purpose

The Science Teacher Program Manager provides pedagogical, strategic and operational leadership for STAV's professional learning, resources and assessment programs. The role is responsible for designing, delivering and evaluating high-quality, curriculum-aligned professional learning; strengthening quality assurance; and developing scalable fee-for-service products that support science teachers across Victoria.

This role is critical to strengthening STAV's internal capability, reducing reliance on external providers, improving quality and governance oversight, and enabling a diversified and sustainable professional learning model aligned to STAV's Strategic Plan and Business Plan.

Key Responsibilities

The Science Teacher Program Manager will be responsible for:

Professional Learning Leadership

- Designing, delivering and evaluating a coherent F-12 professional learning program aligned to Victorian Curriculum 2.0 and relevant VCE study designs.
- Developing high-quality professional learning products including workshops, webinars, online modules, school-based delivery models and communities of practice.
- Supporting targeted professional learning for priority cohorts including out-of-field teachers, early career teachers, pre-service teachers and science leaders.
- Translating teacher consultation and sector intelligence into an annual professional learning work program with clear priorities, timelines and measures of success.

Program Development and Revenue Growth

- Leading the development of scalable professional learning and resource products to support STAV's fee-for-service diversification strategy.
- Supporting the expansion of curriculum resources and assessment products, including trial exams, SAC materials, curriculum-aligned resource packs and digital learning resources.
- Identifying and developing consulting and advisory opportunities with schools, government, universities, subject associations and sector partners.
- Working with the Executive Director to test, evaluate and scale new offerings through a staged model: pilot, expand and consolidate.

Trial Exams and Assessment Leadership

- Transitioning and managing Trial Exam coordination in-house, including contributor recruitment, scheduling, contracts, quality control, moderation and communications.
- Building positive and professional relationships with exam writers, assessors and contributors to support quality, continuity and timely delivery.
- Strengthening assessment literacy and exam preparedness support for teachers.
- Ensuring consistent quality assurance, version control, and alignment to curriculum VTLM 2.0 across assessment products.

Quality Assurance and Standards

- Establishing and maintaining quality assurance frameworks across professional learning, resources, and assessment programs.
- Implementing moderation, review and evaluation processes to ensure consistency, rigour, curriculum alignment and strong participant experience.
- Supporting the development of future quality assurance, endorsement or accreditation models for STAV offerings.
- Using feedback, participation data, financial information and evaluation evidence to improve program quality and demonstrate impact.

Stakeholder Engagement and Partnerships

- Building and managing networks of expert teachers, presenters, contributors, reviewers and partners across metropolitan, outer metropolitan and regional Victoria.

- Supporting collaboration with universities, industry, government, science providers and other associations to co-design and deliver professional learning.
- Facilitating communities of practice, peer learning networks and school cluster opportunities across Victoria.
- Representing STAV professionally with members, schools and external stakeholders, and contributing to STAV's reputation as the trusted peak body for science education in Victoria.

Digital Learning, Systems and Content

- Contributing to the development of online modules, learning hub content, resources, and digital professional learning pathways.
- Working collaboratively with STAV staff to integrate professional learning with membership engagement, marketing, website content, CRM data and future learning management system capability.
- Ensuring resources and professional learning content are accessible, high quality, clearly branded and suitable for scalable delivery.

Strategic and Operational Delivery

- Supporting implementation of STAV's Strategic Plan through measurable program delivery, reporting and continuous improvement.
- Preparing concise reports, updates and recommendations for the Executive Director and, where required, Council or committee reporting.
- Managing program budgets, contractor costs, timelines, risk and delivery plans in line with STAV policies and delegated authority.
- Working collaboratively across STAV teams to integrate professional learning, membership, events, communications, sponsorship and digital delivery.

Key Selection Criteria

The successful applicant will bring strong educational credibility, commercial awareness and the practical delivery capability needed to build a modern professional learning portfolio for STAV.

Required:

1. VIT-registered teacher, or equivalent senior science teaching and/or education leadership experience of no less than 10 years.

2. Significant experience as a science educator (F-12 and/or VCE), with strong curriculum, pedagogy and assessment expertise.
3. Demonstrated ability and proven experience in analysing educational needs, consultation findings and sector trends, and translating them into practical programs, products and services.
4. Strong project management and program delivery capability, including managing multiple priorities, timelines, contributors and stakeholders.
5. Demonstrated experience implementing quality assurance, evaluation, moderation or review processes in education settings.
6. Excellent communication, facilitation, writing and stakeholder engagement skills, with the ability to work effectively across schools, partners, presenters, contractors and staff.
7. Ability to develop commercially viable, purpose-aligned professional learning or resource products that meet teacher needs, (for regional, rural, outer metropolitan or out-of-field teacher cohorts) and support organisational sustainability.
8. Commitment to STAV's values and purpose, and to advancing science education across Victoria.

Desirable

9. Experience in product development, digital learning, LMS-enabled delivery or fee-for-service education models.
10. Existing networks across schools in public, independent and catholic education settings, including, universities, science education providers, subject associations or government stakeholders.
11. Demonstrated understanding of Department of Education Curriculum Victorian Teaching and Learning Model 2.0.

Employment Conditions

- The role is offered as a part-time or full-time position (0.8-1.0 FTE) on a 2-year fixed term contract.
- Flexible working arrangements are available by prior agreement, noting the role requires attendance at the Carlton office, schools, venues and events as operationally required.
- A current Working with Children Check, Australian work rights and appropriate police or child safety checks are required. VIT registration is preferred where applicable.

- A driver's license and capacity for occasional travel to metropolitan, outer metropolitan and regional schools or events are required.
- Occasional evening or weekend work may be required to support professional learning programs, conferences, events and member engagement activities.

Salary

\$110K plus superannuation. Remuneration will be aligned to experience, responsibilities and STAV's remuneration framework, with pro rata arrangements applying for a part-time appointment.

How to Apply

Applicants are invited to submit a brief cover letter, a response to the key selection criteria and a current resume.

Shortlisted candidates will be contacted for interview in late August.

STAV may commence interviews before the closing date if suitable applicants are identified.

Enquiries

Questions about this position should be directed to the Executive Director, Diana Amato, at diana@stav.vic.edu.au.