

Job Title: STEM Engagement Officer (Shetland Newton Room)
Employer: UHI Shetland
Reporting to: Head of Student Experience
FTE: 17.5 hours per week – 0.5 FTE
Salary: APT 22 £31,483.54 (pro rata) plus Distant Islands Allowance (pro rata) (currently set at £2,997)

JOB PURPOSE

We are looking for a STEM Engagement Officer (SEO) to lead the coordination and delivery of our new Pop-Up Newton Room. The post-holder will ensure delivery of inspirational and interactive STEM activities to young people and to the local community.

This role requires regular travel to locations throughout Shetland. Depending on the home-location of the post-holder, this may require consecutive days staying on location. These dates are generally confirmed in advance by the post-holder. This post will include access to a fleet vehicle to cover work-related travel. Subsistence and accommodation will be covered for days spent away from your home location.

As well as delivery of STEM learning experiences, this post will also include the equivalent of 1 day/week administration time to book venues, coordinate school bookings, removals, and manage equipment. These admin days can be home-based, or within an office of UHI.

A key aspect of this post will be to develop positive relationships with primary and secondary schools, other local stakeholders, and other local STEM education providers across Shetland with the aim of ensuring maximum engagement.

This post is hosted by the UHI on behalf of Highlands and Islands Enterprise's Science Skills Academy project. The post holder will be line managed by the UHI on a day-to-day basis. However, the SSA Senior STEM Engagement Officer will:

- provide supervisory support
- assure quality delivery
- provide guidance and training on activities to be delivered
- organise training on aspects relevant to SSA operation guidance

The post holder will be required to comply with UHI standards, operational policies, procedures, and requirements in relation to health and safety and to safeguarding requirements.

The post is currently funded to June 2027; however further opportunities may be possible.

MAIN DUTIES

- Deliver a range of STEM activities to young people and members of the local community, ensuring a fully interactive and engaging learning experience.
- Maintaining strong relationships with schools and other stakeholders in the education sector to secure bookings for the Shetland Newton Room.
- Lead on the operational delivery of the Shetland Newton Room with support from the Senior STEM Engagement Officer. This includes booking venues, support, and accommodation requirements where applicable.
- Ensuring the safeguarding of all users, including all aspects of health and safety.

- Plan timetabled activities and facilities effectively, making best use of resources.
- Maintain accurate records of school participation, room usage, and student/teacher evaluations, always ensuring compliance with data protection policies and procedures.
- Develop an extended use of the Newton Room within the local community to build 'science capital' in the area, supporting the Science Skills Academy's outreach programme.
- Maintain stocks and standard of equipment and resources.
- Work with a range of partners and volunteers to promote awareness of STEM activities and career pathways. This will include volunteer STEM ambassadors, local professionals, and STEM specialists.
- Promote the Science Skills Academy through social media and contribute to its website content.
- Plan and undertake appropriate risk assessments, and manage activities, to ensure a healthy and safe environment.
- Contribute to the continual update of risk assessments.
- Contribute to the evaluation of the effectiveness of programmes and activities and the experience of students and teachers.

OTHER DUTIES

- The post holder may be required to undertake any other duties appropriate to the level of the post. Duties and responsibilities will vary from time to time.
- On occasion there may be a requirement for some travel to other regions of the Highlands and Islands and to work some flexible hours such as occasional evenings or weekends.

The specific responsibilities of the post may be adjusted from time to time as necessary. The post holder will be expected to have a flexible approach and be willing to adapt to changes in their role in response to the changing needs of the college.

All Shetland UHI (SUHI) employees are expected to abide by all SUHI approved procedures and perform any other duties not specifically detailed but which may fall within the overall job purpose and within the expected competence and ability of the post holder. In addition, the postholder must uphold our commitment to ensuring quality, equality of opportunity and non-discrimination in all aspects of our work.

The post holder will be expected to commit to all required training and development programmes agreed through the annual appraisal process to ensure compliance with SUHI and sectoral standards.

PVG requirement

Preferred candidates will be required to join the Protecting Vulnerable Groups (PVG) Scheme or undergo a PVG Scheme update with a successful outcome prior to starting appointment.

PERSON SPECIFICATION

This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment and selection process we will be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

OUR VALUES

Collaboration

We will proactively engage and co-operate with others.
We will communicate effectively to share knowledge with others
We will work constructively with others to achieve a common purpose

Openness

We will embrace feedback and continue to learn.
We will be empathetic, authentic and honest in all our interactions
We will listen to others, encourage them to share their views and will value their contributions.

Respect

We will recognise other's strengths and abilities, and their contributions to the organisation
We will respect and appropriately utilise facilities and resources that are made available to us
We will consider the impact of our words and actions on others.

Excellence

We will take responsibility for our contribution to the success of Shetland UHI.
We will take pride in our work and work to the highest possible standard
We will celebrate the achievements of the Shetland UHI community

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	ESSENTIAL	DESIRABLE
<u>Personal Features / Qualities</u>	Enthusiastic and proactive approach. Flexible and able to multitask Strong problem-solving skills. Able to develop positive working relationships. Able to build effective working relationships across and within complex organisations. Self-disciplined and able to work autonomously. Able to inspire/motivate/enthuse.	
<u>Relevant Experience</u>	Delivering hands-on STEM engagement activities. Working with young people and adults in a learning environment. Strong organisational skills. Forging relationships with a range of stakeholders. Good understanding and experience of undertaking a variety of administrative tasks, including the use of Microsoft office packages.	Designing hands-on STEM engagement activities. Working in an education or training setting. Administration or operational experience.
<u>Education</u>	Minimum SCQF level 9 STEM-related qualification or equivalent experience. Full driving licence.	Honours degree in STEM-related subject.

<u>Skills, Abilities and Knowledge</u>	Strong digital and IT skills. Excellent communicator and able to engage people at all levels. Able to present information in an interesting and clear way. Undertake continual professional development and appropriate training.	Awareness of the Scottish Curriculum for Excellence. Awareness of regional education issues. Awareness of Scottish Government STEM strategy. Awareness of general and regional STEM employment opportunities.
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