# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants |
| Advertised Job Title | Coursework Lead |
| Job Reference | 78592 |
| Tenure | 60 months Full-time  |
| Salary Range | AU$115,605 to AU$135,467 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Sydney, Melbourne, Brisbane, Canberra |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only
* Australian/New Zealand Citizens and Australian Permanent Residents
* All Candidates
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| Position reports to the | Science Lead, Next Generation Graduates Program - Data61 |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | Nil |
| Enquire about this job | Contact Sally Cripps via email at sally.cripps@csiro.au |
| How to apply | Apply online at <https://jobs.csiro.au/> Internal applicants please apply via **Jobs Central**If you experience difficulties when applying, please email careers.online@csiro.au or call 1300 984 220. |

### Role Overview

The Coursework Lead will have an integral position in the delivery of a high-profile scholarship program. The Next Generation Artificial Intelligence Graduates Program is a federally funded initiative to provide nationally competitive scholarships to attract and train the next generation of artificial intelligence specialists. The program will work with universities and industry to co-fund scholarships for Australian Qualification Framework (AQF) Levels 8 (Honours) to 10 (Doctoral) using a work-integrated learning approach. Students will participate in industry-led research projects and/or placements to build job-ready skills and provide short-term access to high-end talent for business in addition to completing a formal qualification relevant to AI. Data61 will deliver the program, in partnership with universities and industry partners. To position students to achieve this, all Masters and Doctoral students will undertake a nine-week coursework program.

The Coursework Lead will work with key stakeholders within CSIRO and its partners to develop innovative coursework that will provide students with the foundational skills to build on during their candidature. The coursework will be designed for a cohort of students to encourage collaboration and multi-disciplinary engagement. The Coursework Lead will be expected to be up to date with, and incorporate, the latest research in AI and other technologies into the coursework where appropriate.

### Duties and Key Result Areas:

* Manage coursework development (Masters and Doctoral programs) with the creation of the coursework framework and curriculum design
* Liaise with leaders and stakeholders from CSIRO, industry and academia to develop coursework
* Build strong relationships with leaders in academia and industry for delivery of keynote presentations
* In collaboration with the Science Lead and Program Manager, oversee delivery of coursework units
* Manage assessment tasks and grading
* Contribute to development and testing of learning solutions and technologies and proposing suitable changes and improvements
* Support stakeholder engagement activities
* Contribute to the development of a communication and campaign plan
* Contribute to the development of deep evaluation tools and capability assessments
* Analysis of learning data available from existing sources and evaluation of possible future data sources
* Other duties as directed

## **Required Competencies:**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed*

1. A PhD or equivalent higher degree by research in an AI related field, such a machine learning, computer science, engineering, mathematics and statistics.
2. Experience in contemporary learning design and the use of digital learning in the higher education sector in an AI related field.
3. Track record of working on research projects in AI or related fields, including co/supervision of HDR students.
4. Demonstrated experience in providing expert advice in coursework development and delivery, and in providing consultative support and guidance to senior stakeholders to enhance teaching and learning.
5. Sound understanding of the principles and objectives underlying the effective provision of coursework development for AI or a related field, within the higher education sector and its contemporary context for teaching and learning.
6. Demonstrated evidence of working effectively with teams to design and develop coursework curricula using technologies that enhance learning outcomes.
7. Excellent interpersonal, oral communication and presentation skills, including experience in proactively collaborating, negotiating and consulting with internal and external stakeholders.
8. Flexibility and ability to work in a dynamic, sometimes ambiguous, urgent and/or complex environment, and to adapt quickly and achieve outcomes

## **Desirable**

1. Demonstrated ability to develop engagement strategies and implement management frameworks for a portfolio of strategic relationships with key clients and partners to meet strategic objectives.

## **Special Requirements**

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* National Police Check + Working with Children/Vulnerable People Clearance

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

Find out more about CSIRO Data61