# Position Details

## Communication and Information – CSOF4

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| The following information is for applicants |
| Advertised Job Title | Education Officer, STEM Professionals in Bebras  |
| Job Reference | 92205 |
| Tenure | Specified term until 15, December 2023Part-time (0.6 FTE) |
| Salary Range |  AU $89,680 – $101,495 pa (pro-rata for part-time) plus up to 15.4% superannuation |
| Location(s) | Negotiable – any capital city and Newcastle preferred |
| Applications are open to | * Australian/New Zealand Citizens
* Australian Permanent Residents
* Australian Temporary Residents with full working rights till 15, Dec 2023 with no visa sponsorship support from CSIRO
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| Relocation Assistance | Will be provided to the successful candidate if required |
| Position reports to the | STEM Professionals in Schools Team Leader |
| Client Focus – Internal | 25% |
| Client Focus – External | 75% |
| Number of Direct Reports | 0 |
| Enquire about this job |  Emily Schultz – Emily.Schultz@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. |
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**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea, and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

The role of Communication and Information staff in CSIRO is to support the delivery of science/research through the provision of effective communication and management of information, and the editorial or industry liaison service, either within or outside CSIRO, to enhance CSIRO's public image and promote its capabilities.

As an Education Officer, STEM Professionals in Bebras working within CSIRO Education and Outreach’s STEM Professionals in Schools program, the role will support a pilot project that trials a collaboration between two of CSIROs signature education programs – STEM Professionals in Schools and the Australian Bebras Computational Thinking Challenge.

STEM Professionals in Schools is a national volunteer program that facilitates partnerships between schools and industry to bring real STEM (Science, Technology, Engineering and Maths) into the classroom. Bebras is an international initiative aiming to promote Computer Science among school students at all ages.

The Education Officer for STEM Professionals in Bebras will be responsible for connecting teachers participating in the Bebras challenge with a technology industry professional through CSIRO’s STEM Professionals in Schools program.

This role will require assessing and managing applications to the program and creating and support partnerships between Bebras teachers and STEM professionals nationally. In supporting partnerships, this position will provide advice and guidance to promote their success and longevity. This will primarily be through online support and delivery.

Additionally, this role will support the project team to identify alignments between existing Bebras and STEM Professionals in Schools processes and assist with set-up and implementation to deliver a seamless experience for program participants.

The role will sit within the STEM Professionals in Schools team, reporting to the Team Leader, while working closely and collaboratively with the Bebras team to ensure the Bebras program objectives are met.

### Duties and Key Result Areas:

In close liaison with the STEM Professionals in Schools Team Leader:

* Implement the STEM Professionals in Bebras project including contributing to the achievement of program KPIs and reporting.
* Assess existing processes, propose and set-up processes for STEM Professionals in Bebras participants, assist in developing tools, resources, and guides to support implementation.
* Work with the Bebras team to promote the STEM Professionals in Bebras opportunity to teachers, share resources and encourage applications.
* Assess and manage applications to the STEM Professionals in Bebras program.
* Create partnerships between teachers and STEM professionals.
* Initiate and maintain contact with program participants.
* Provide tailored advice and support for partnerships, through online workshops, webinars, and professional learning sessions.
* Identify opportunities for continuous improvement of the STEM Professionals in Schools offering and internal operations and implement where possible.
* Communicate effectively and respectfully with all staff, clients, and stakeholders in the interests of good business practice, collaboration, and enhancement of CSIRO's reputation.
* Work collaboratively with colleagues within the STEM Professionals in Schools and Digital Careers teams, the business unit and across CSIRO, to reach objectives.
* Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

### Selection Criteria:

**Essential**

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

1. Relevant qualifications or equivalent relevant work experience in teaching, STEM or education programs.
2. Demonstrated ability to grow and develop professional partnerships.
3. Highly effective project management skills, including demonstrated experience in the coordination of program activities, resource management, and meeting objectives.
4. Highly developed interpersonal and communication skills with a proven ability to anticipate and respond to the needs of stakeholders in order to establish and maintain strong and productive relationships and networks with teachers, stakeholders, colleagues, and supervisors.
5. Demonstrated experience collaborating cross-teams to meet objectives through professional and respectful behaviours and attitudes.
6. Demonstrated experience in using online tools to support education programs.

### Desirable Criteria:

1. Experience in teaching science and/or mathematics at school level
2. An understanding of the Australian Curriculum for Science and/or Mathematics and/or Digital Technologies.
3. Demonstrated history of championing and supporting growth in participation of groups currently underrepresented in STEM

### Required Competencies

1. **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.
2. **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
3. **Resource Management/Leadership:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
6. **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

Special Requirements

* The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* This role has child safety obligations. Accordingly, the successful candidate will be required to obtain or provide evidence that they hold a working with children check prior to confirmation of appointment.
* A current driver’s licence and the ability to travel locally and interstate.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [www.csiro.au/education](http://www.csiro.au/education) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted