# Position Details

## Administrative Services – CSOF4

|  |
| --- |
| The following information is for applicants |
| Advertised Job Title | Project Officer, Tertiary Programs  |
| Job Reference | 97954 |
| Tenure | Specified Term of 18 months (until end of March 2026)Full-time |
| Salary Range | AU$93,267 to AU$105,517 pa + up to 15.4% superannuation |
| Location(s) | Any CSIRO sites in the following locations: NSW (preferred), Victoria, South Australia, Queensland & Tasmania |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents currently residing in Australia.
 |
| Position reports to the | Generation STEM Team Leader |
| Client Focus – Internal | 10% |
| Client Focus – External | 90% |
| Number of Direct Reports | 0 |
| 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  |

### Role overview

[CSIRO Education and Outreach](https://www.csiro.au/en/Education) (CEdO) delivers a range of internship programs that facilitate tertiary STEM student placements with industry and research organisations to give undergraduate students opportunities to gain hands-on, real-world workplace skills and transition into STEM jobs after graduation.

The CEdO internship programs provide facilitation, student-matching services, mentoring and coaching for the participants, as well as dollar-matched grants for businesses (for some programs). Currently CEdO delivers two internship programs: the NSW based Generation STEM Links program (in partnership with [SME Connect](https://www.csiro.au/sme?start=0&count=12)) and the Undergraduate Research Opportunities Program (UROP) in Victoria.

The Project Officer will be responsible for the successful delivery of one or more of CEdO’s internship programs, which involves promoting the program to students and industry, securing industry partners to ensure contractual KPIs are met, recruiting and facilitating the matching of students with suitable projects and businesses, providing support and mentoring to participants throughout placements, and maintaining and improving processes to track and monitor the progress of placements.

The Project Officer will work collaboratively with the Team Leader and other colleagues in CEdO and SME Connect, as well as develop relationships with tertiary educational institutions and industry bodies to successfully deliver the program.

The role involves applying the Project Officer’s project management skills and knowledge of STEM industries and skills needs to influence STEM pathways for students and the innovation ecosystem.

The Project Officer will be required to travel (in some cases interstate) to conduct visits to educational institutions and business partners, as well as attend to events to promote the programs.

### Duties & Key Result Area

* Manage and assess placement applications from both students and businesses.
* Recruit and match students with relevant businesses based on location, project alignment, skills, and STEM background.
* Manage and maintain program data sets.
* Provide mentoring and support to students and businesses who are participating in the program.
* Conduct placement check-ins (online and face-to-face) with businesses and students and coordinate end-of-placement feedback surveys for both students and businesses.
* Establish and maintain strong relationships with businesses to promote the program and increase participation.
* Engage with universities and VET RTOs, build and maintain relationships with educational institutions students to encourage uptake for the program.
* Utilise program data, evidence and feedback to assist with the ongoing improvement and development of the program processes, evaluation methods and systems.
* Work with the communications team to help with marketing and outreach for the program, including maintaining the program website and social media channels.
* Coordinate internal processes, including payments to businesses.
* Assist program gathering of data for reporting, monitoring and evaluation.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* 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:** 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.
* **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.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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.

### Selection Criteria

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

#### Essential:

1. Tertiary qualifications preferably in STEM (Science, Technology, Engineering, Mathematics).
2. High level written and oral communication skills, with the ability to represent the team/program effectively internally and externally.
3. The ability to work independently and solve problems.
4. Experience in establishing sustainable relationships with businesses and industry networks.
5. Strong project management skills and experience, including high level of organisational and coordination skills, and ability to prioritise work activities to meet program expectations and deadlines.
6. Demonstrated understanding of the factors relating to successful placement of tertiary students in employment.
7. A history of professional and respectful behaviours and attitudes in a collaborative team environment.
8. A valid Australian Class C driver’s licence.

#### Desirable:

1. Experience engaging directly with tertiary students in a professional capacity.
2. Good understanding of the diversity of science undertaken at CSIRO and its place in the national research agenda.

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.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people 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.
* The successful candidate must be willing and able to travel locally, interstate and to regional locations.

## **About CSIRO:**

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

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

* 1. People First
	2. Further Together
	3. Making it Real
	4. Trusted

Find out more about the [CSIRO Education and Outreach](https://www.csiro.au/en/Education) and [SME Connect](http://www.csiro.au/sme).