



Australia's National  
Science Agency

# Academic Coordinator – Young Indigenous Women's STEM Academy (Identified Role – Indigenous)

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organisation



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# Acknowledgments

## Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and we pay our respects to their Elders past and present. [View our vision towards reconciliation.](#)

## Acknowledgement of artist and artwork

‘Journeys’ by Bree Buttenshaw (Little Butten)

This artwork starts with a star, representing an oncoming Aboriginal and/or Torres Strait Island person into their team. This person brings their own knowledge and experiences to CSIRO.

As they journey through the different pathways provided by CSIRO they continue to grow. This is represented by the star getting bigger and more complex designs. The star is surrounded by other shining stars who influence and support their growth and development.

The star is always surrounded by others, they are part of a larger, supportive network.

This story takes place in the night sky, reflecting CSIRO’s exploration and research of sciences.

The star, continues on its journey, moving off the picture plane. Growth and the pathways that take us there are not defined by a single moment. Our learning journeys are forever expanding, shifting and growing.

Bree Buttenshaw is a proud Kalkadoon woman living on Quandamooka Country. Bree mixes traditional and contemporary art together to create unique stories. She is inspired by her environment and her art reflects her feelings and experiences.

## Child Safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. [View our Child Safe Policy.](#)



# About CSIRO

Who we are

## Australia's national science agency



One of the world's largest multidisciplinary science and technology organisations



6,300+ dedicated people working across 51 sites in Australia and globally



State-of-the-art national research infrastructure



We delivered \$10.2 billion of benefit to the nation

CSIRO (Commonwealth Scientific and Industrial Research Organisation) is Australia's national science agency and innovation catalyst and one of the world's largest and most successful publicly funded research and development organisations.

CSIRO is one of the largest and most multidisciplinary mission-driven research agencies in the world. With 53 locations and over 6,300 people across Australia and internationally, CSIRO solves the greatest challenges through innovative science and technology to deliver world-class economic, environmental, and social benefits for Australia in a global context.

Many of CSIRO's innovations were once considered impossible. Fast WiFi, Aerogard insect repellent and the plastic Australian banknote, to name a few.

Until someone, just like you, joined us and took on the challenge.

We're recruiting the next generation of enterprise services professionals. See what is possible for your career.

We are committed to developing and supporting a diverse workforce in its broadest sense and know diverse teams are more effective and deliver more innovative outcomes for science.

## CSIRO Education and Outreach

### Education & Outreach programs

At CSIRO, we're passionate about the power of science, technology, engineering and mathematics (STEM) to unlock a better future for all Australians.

A trusted leader in STEM education, our programs aim to inspire the pursuit of further STEM education among students and the community, to equip the emerging workforce with tomorrow's skill sets, and to strengthen collaboration between industry and classrooms across Australia.

Our programs connect a network of more than 300 industry partners with Australia's education leaders, and together they bring STEM to life for more than 150,000 students each year. We offer a range of programs nationally, all designed to bring real science to life in our classrooms and communities. All our resources are curriculum aligned and use best practice STEM teaching methods, catering for primary to secondary schooling, and on to tertiary education and early career opportunities.

### Young Indigenous Women's STEM Academy

The Young Indigenous Women's STEM Academy is a program for young Aboriginal and/or Torres Strait Islander women who are interested in Science, Technology, Engineering and Mathematics (STEM).

The award-winning Young Indigenous Women's STEM Academy is the first program of its kind in the world. It is an investment in a generation of Aboriginal and/or Torres Strait Islander female leaders, role models and game changers in STEM fields. To set young women up for a successful STEM career, we provide tailored support from high school through various tertiary pathways, including university and into graduate employment.

The STEM Academy is part of the movement to increase the representation of Indigenous women in STEM careers, especially for those living in regional and remote areas who normally may not be able to access quality STEM opportunities in their home communities.

Visit [CSIRO Online](#) and [Education & Outreach - CSIRO](#) for more information.



## Indigenous Science and Engagement

We know that to create a better future for Australia, we need Australia's first scientists, Aboriginal and Torres Strait Islander people, across every aspect of our organisation.

CSIRO invested in a new Indigenous Science program in 2021 to deliver a whole of organisation strategic approach to partnering with Aboriginal and Torres Strait Islander communities. The vision of the program is:

***A science landscape in respectful partnership with Indigenous Australia delivering innovative, sustainable, holistic solutions to meet our greatest national challenges.***

## Aboriginal and Torres Strait Islander Employment

Aboriginal and Torres Strait Islander people are Australia's first scientists and we know that to create a better future for Australia, we need Aboriginal and Torres Strait Islander people across every aspect of our organisation.

Our Aboriginal and Torres Strait Islander Employment Strategy and Reconciliation Action Plan (RAP) uses a strength-based approach and models a self-determining framework which enables us to lead our Nation's science through an Indigenous knowledges and science lens.

We aim to increase Aboriginal and Torres Strait Islander employment representation to 5% across our workforce and throughout the scientific, research, technical, fieldwork and support services fields. However, we recognise that our commitment to Aboriginal and Torres Strait Islander employment needs to go beyond numbers. It involves nurturing lasting connections with Aboriginal and Torres Strait Islander peoples and communities at every level of our organisation and within our workforce.

Aboriginal and Torres Strait Islander staff have access to our Aboriginal and Torres Strait Islander staff network which meets once a month, flexible working arrangements to support continual Community and Country connections and obligations, personal leave entitlements that recognise traditional kinship relationships and NAIDOC and Ceremonial leave so that staff can thrive in the workplace while balancing their community, personal and work lives.

Aboriginal and Torres Strait Islander people represent 2.5% of our workforce as of June 2024.

For more information visit [Aboriginal and Torres Strait Islander careers at CSIRO](#) and [Indigenous science at CSIRO](#).

# Position Details

Communication & Information – CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Job Reference</b>	99543
<b>Tenure</b>	Specified Term until 30 June 2027 Full-time
<b>Salary Range</b>	AU\$96,811 to AU\$109,527 per annum plus 15.4% superannuation
<b>Location(s)</b>	any CSIRO site in NSW with hybrid working options available
<b>Relocation Assistance</b>	Will be provided to the successful candidate if required
<b>Applications are open to</b>	The position is only open to Aboriginal and/or Torres Strait Islander peoples with Australian Citizenship.  CSIRO considers filling this position to be intended to constitute a special/equal opportunity/affirmative measure under <i>section 8(1) of the Racial Discrimination Act 1975 (Cth)</i> . Successful candidates are required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person
<b>Position reports to the</b>	Team Leader – Young Indigenous Women’s STEM Academy
<b>Client Focus – Internal</b>	20%
<b>Client Focus – External</b>	80%
<b>Number of Direct Reports</b>	0



## Role Overview

CSIRO, in collaboration with CareerTrackers Indigenous Internship Program Limited, has been provided funds to design and deliver a national 10-year Young Indigenous Women's STEM Academy (the STEM Academy) for Aboriginal and/or Torres Strait Islander female and female-identifying students from Year 8 through higher education and to graduate employment. The STEM Academy is an investment in a generation of Aboriginal and/or Torres Strait Islander female leaders, role models and game-changers in science, technology, engineering, and mathematics (STEM) fields.

The Academic Coordinators are role models who provide guidance, assistance and support to female and female-identifying students participating in the STEM Academy using a case management approach. The role works exclusively to support young Indigenous women from ages 13-18 years of age. The Academic Coordinator will be expected to build and maintain strong and respectful relationships with Aboriginal and/or Torres Strait Islander communities, families, and other stakeholders across their cohort region.

## Duties and Key Result Areas

- Establish, maintain, and foster ongoing and culturally respectful relationships with schools, families, communities, and stakeholders.
- Understand and follow appropriate protocols when working and communicating with Aboriginal communities and Torres Strait Islander communities.
- Provide positive role modelling to young women in the STEM Academy.
- Demonstrate appropriate behaviours at all times when working with children.
- Provide guidance, support and assistance to students participating in the STEM Academy using individualised, solution-focussed, case management approaches.
- Work collaboratively with the STEM Academy team to develop and deliver support materials, activities, and resources for STEM Academy participants, including developing and/or attending Regional STEM Camps.
- Contribute to the collection of monitoring and evaluation data and reporting as required.
- Manage responses to enquiries about the STEM Academy program.
- Communicate openly, effectively, and respectfully with all staff, clients and suppliers in the interests of good business practice collaboration and enhancement of CSIRO's reputation.
- Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO scientific objectives.
- Adhere to the spirit and practice of CSIRO's Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
- 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

CSIRO is an Equal Opportunity employer working hard to recruit world-class talent that represents the diversity across our society. As part of our commitment to achieve equity for women, this role is intended to constitute a special measure under *section 7D of the Sex Discrimination Act 1984 (Cth)* and preference will be given to Indigenous women applicants who meet the role criteria.

### Essential

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

1. A demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies, cultures and the issues affecting these cultures in Australian society as well as a demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.
2. Experience in working with or developing programs that support social and emotional wellbeing and educational outcomes for Aboriginal and/or Torres Strait Islander young people and/or a qualification in secondary education (any STEM areas), social work, youth work or psychology.
3. Highly developed interpersonal skills, including the ability to establish and maintain strong and productive relationships and networks with young people, families, stakeholders, colleagues, and supervisors.
4. Demonstrated understanding of how to work safely with children.
5. A current Australian Class C driver's licence and ability to travel, including interstate, as required.
6. 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.

### Desirable

1. Experience supporting Aboriginal and/or Torres Strait Islander young women in educational settings, specifically for STEM.
2. Experience developing and/or delivering STEM programs for high school aged students.

### Special Requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance 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.
- The position also requires a full driver's licence as travel is required and the ability and willingness to travel regionally and interstate as required
- The successful applicant is required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.
- The successful candidate will be required to provide contact details of at least one Aboriginal and/or Torres Strait Islander person to be a cultural referee to confirm their ability to work and communicate respectfully with Aboriginal and/or Torres Strait Islander peoples.

## Flexible Working Arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you. Work life balance.

## Diversity and Inclusion

We are working hard to recruit diverse people and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish. We are committed to the safety and wellbeing of all children and young people.

## How to apply

To apply for this role, please submit your application on-line. For internal candidates please apply via Jobs Central.

To appropriately assess your application, we ask that candidates provide the following:

- **Cover Letter** – outlining the motivation for applying and aligning capabilities and experience relevant to the selection criteria. This document should not be longer than two pages.
- **Curriculum Vitae or Resume** – outlining relevant experience, and education to the program.

If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au)

## Reference Checks

Contact details for Referees will be requested following the interview process for candidates who progress to the next stage of the recruitment process.

Please note that any Referees will only be contacted after prior consultation with the candidate, and it is the candidate's responsibility to ensure that their referees are willing to provide reports when contacted by CSIRO.

## Applications close

The closing date of this advertisement is ***Monday 21 April 2025, 11:00pm AEST***

## Enquiries

If you would like to have a confidential discussion about this role, please contact Jess Stimson via email at [jess.stimson@csiro.au](mailto:jess.stimson@csiro.au) or phone +61 08 8303 8997 or the Indigenous Talent team at [IndigenousCareers@csiro.au](mailto:IndigenousCareers@csiro.au).

**As Australia's national science agency and innovation catalyst, CSIRO is solving the greatest challenges through innovative science and technology.**

CSIRO. Unlocking a better future for everyone.

**Contact us**

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[csiro.au/contact](https://csiro.au/contact)

[csiro.au](https://csiro.au)

