# Position Details

## Communication & Information- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Education Project Officer – Generation STEM |
| Job Reference | 90763 |
| Tenure | Specified Term to 31 December 2023  Full-time |
| Salary Range | AU$87,068 to AU$98,504pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | NSW |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Generation STEM Education Team Leader |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Kirsty O’Sullivanvia email: kirsty.o’sullivan@csiro.au or phone: +61 2 9325 3203 |
| 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](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

Generation STEM is a $25 million ten-year initiative which works with industry, government and education sectors to support, train and retain students in science, technology, engineering and mathematics (STEM) career pathways. The first program launched under Generation STEM is the STEM Community Partnerships Program (STEM CPP). The STEM CPP creates strong partnerships between local schools and industry, with the goal of highlighting local STEM careers and opportunities and providing avenues for students to develop their STEM skills in an engaging and rewarding way. Generation STEM also has two other programs: one focussing on tertiary students and another working with Aboriginal and/or Torres Strait Island students

The Education Project Officer role will focus on delivering and growing the STEM CPP and will be responsible for training and supporting teachers, as well as increasing the number of school and industry participants in the program. The role will involve the development, facilitation and delivery of a range of workshops and activities for teachers and students, and events to promote and support industry professionals, teachers and organisations involved in the program.

The Education Project Officer will also recruit and liaise with partner organisations and support their participation in the program. This will include identifying opportunities for STEM employees of these organisations to work with schools through partnering with a teacher to act as a STEM mentor.

### Duties and Key Result Areas:

* Deliver Generation STEM’s activities in close collaboration with internal and external program teams.
* Proactively engage with relevant schools, industry and other organisations to enable them to join the program in alignment to the engagement strategy and with the support and guidance of leadership.
* Build strong relationships with participating schools, businesses and Councils and provide them with the support they need to participate effectively.
* Develop and implement face to face and virtual training workshops including teacher professional development on inquiry based learning.
* In collaboration with internal and external stakeholders, develop and coordinate activities for students, including showcase events, site visits, careers events, work experience and masterclasses.
* Manage workload and competing priorities to ensure program outputs are delivered on time.
* Contribute to the collection of data and reporting as required.
* Develop procedures and practices where there is a range of possible alternatives and methods of approach and judgement is required to select the most suitable option.
* Support with the development of learning materials and resources for the program, including event and training materials and updates to web content.
* 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, and business unit to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm 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**

#### Essential

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

1. A qualification in education, STEM, project management or equivalent relevant work experience.
2. Experience with the facilitation of training for teachers, especially inquiry based learning, coupled with an understanding of how to align the training to the Australian Curriculum.
3. Highly developed stakeholder management and interpersonal skills including the ability to establish and maintain strong and productive relationships and networks with a diverse range of stakeholders.
4. Demonstrated project coordination skills and experience in managing multiple priorities with competing deadlines, as well as the ability to demonstrate initiative, self-motivation and flexibility.
5. High level problem solving and judgment skills, including the ability to anticipate, identify and manage risks and to develop evidenced-based appropriate solutions.
6. Strong oral and written communication skills with proven experience giving presentations and writing reports for a range of stakeholders and audiences.
7. Demonstrated understanding of how to work safely with children.
8. A valid Australian Class C driver’s licence.

## **Desirable:**

1. Strong understanding of issues facing schools in relation to STEM education and industry participation.
2. Experience and understanding of delivering education programs in a regional/remote context.

Special 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 and within New South Wales.

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

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