# Position Details

## Communication & Information- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Education Specialist |
| Job Reference | 91338 |
| Tenure | Specified Term  Part-time or full-time (min 0.6 FTE, max 1.0 FTE) |
| Salary Range | AU $89,680 to AU $101,459 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Sydney, regional locations in NSW close to Wollondilly Shire or Canberra, ACT |
| Relocation Assistance | Not available |
| Applications are open to | * Australian Citizens Only * Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Team Leader – New Programs, CSIRO Education and Outreach |
| Client Focus – Internal | 10% |
| Client Focus – External | 90% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Julia Siddiqui via email at Julia.siddiqui@csiro.au or phone +61 7 3833 5634 |
| How to apply | Apply online at  <https://jobs.csiro.au/> and enter the requisition number.  Internal applicants please apply via **Jobs Central** through the ‘People Hub’ icon.  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

**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 Education Specialist will report to the New Programs Team Leader and work as part of a multi-skilled team to develop and deliver the GFG Foundation Student Programme in Tahmoor NSW.

The primary responsibilities within the GFG Foundation Student Programme will be to

1. deliver the 20-week programme curriculum for two secondary school student cohorts, Years 7 & 8 (from 2024) and Years 9 & 10 (from 2023), which includes activities from other contributors
2. deliver training to industry mentors and provide ongoing support of mentor participation in the programme
3. provide support to colleagues for the expansion of the programme to other locations.

The GFG Foundation Student Programme will require this role to travel weekly to Tahmoor during the delivery period of the programme. The role may also require additional intrastate or interstate travel for other GFG Foundation Student programme delivery and stakeholder engagement meetings/events.

### Duties and Key Result Areas:

* Establish, maintain, and foster ongoing and culturally respectful relationships with diverse cohorts of students, schools, teachers, families, programme stakeholders and the local community in Tahmoor to support engagement, uptake and delivery of the GFG Foundation Student Programme.
* Coordinate delivery of the programme, including all necessary preparatory activities for the successful delivery of the programme, all sessions, and post-session follow ups.
* Look for opportunities to improve and further develop the inquiry-based STEM programme based on the STEM Skills Mastery Model.
* Provide opportunities for students to connect to CSIRO research, and the work of GFG Alliance and local industry, highlighting potential career pathways.
* Provide training and support to volunteer STEM/industry professionals (mentors) and teachers, ensuring they understand their responsibilities for working safely with young people. Ensure all volunteers and affiliates comply with child safety requirements and have the required Working With Children Checks in accordance with CSIRO’s Child Safe Policy.
* Participate in regular team meetings and stakeholder engagement meetings as required.
* Under general direction apply knowledge and skills to set work priorities, normally within a clear statement of objectives, operating as an individual, member of a team, or a team leader, depending on the size and complexity of the work unit. Manage workload and competing priorities to ensure programme outputs are delivered on time.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team, and provide training/support to CSIRO colleagues delivering the programme in different regions as required.
* Assist with the programme's monitoring and evaluation activities and contribute to the preparation of written report for programme partners.
* 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.
* 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 tertiary qualification in STEM, STEM Education or science communication or equivalent experience.
2. Demonstrated experience delivering or developing education programs or resources, including broad experience working with secondary school students, teachers and/or STEM/industry professionals, and an understanding of the Australian Curriculum and issues facing school STEM education.
3. High level written and oral communication skills in a variety of formats including digital delivery for a range of stakeholders and audiences.
4. Highly developed interpersonal skills and ability to work effectively in a team environment; including the ability to establish and maintain strong and productive relationships and networks with internal and external stakeholders.
5. Demonstrated ability to deal with ambiguity, successfully adapting to changing circumstances as well as the ability and willingness to find workable solutions to complex problems and resolve complaints using creativity, reasoning, past experience and sound judgement*.*
6. Demonstrated experience working with and supporting the wellbeing of young people who are:

* from a culturally diverse background
* Aboriginal or Torres Strait Islander
* living in out-of-home care
* marginalised due to socioeconomic status.

## **Desirable:**

1. 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:

1. Provision of a national police check as well as valid Working With Children Check
2. A current driver’s licence and the ability to travel locally 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/)!