# Position Details

## Communication & Information- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Education Data Specialist, Impact & Evaluation |
| Job Reference | 98103 |
| Tenure | Specified Term (to 31 December 2027)  Part-time 0.8 FTE |
| Salary Range | AU$93k - AU$105k per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Capital cities, Newcastle, Townsville, Cairns |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Executive Manager, Impact & Evaluation |
| Client Focus – Internal | 30% |
| Client Focus – External | 70% |
| Number of Direct Reports | 0 |
| Enquire about this job | Christopher Banks via email at christopher.banks@csiro.au or phone +61 07 3833 5999 |
| 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. |

**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).

**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](https://www.csiro.au/en/about/policies/child-safe-policy).

### Role Overview

The primary responsibility of the role will be to work with internal and external partners/stakeholders to build capability, standards, and tools related to generating and using data for insights to improve STEM education and learning outcomes.

The role is part of a national team and will work closely with the other team members and across the CSIRO Education and Outreach business unit.

### Duties and Key Result Areas

* Work with CSIRO Education and Outreach staff and partners in the STEM education ecosystem to improve ways of sourcing, generating, analysing, and using data to enhance STEM education outcomes. Provide training and support to stakeholders on data-related matters, promoting data literacy within STEM education organisations. Provide guidance and mentorship to partners on analysing and synthesizing data for practical use.
* Contribute data expertise to the design, delivery, and analysis of a longitudinal student data system.
* Collect and organise existing educational data, processes, and tools from various sources (internal and external) for the benefit of the STEM education ecosystem. Ensure data integrity and accuracy through quality assurance procedures. Create and suggest tools to make data capture and use more efficient.
* Help stakeholders and CSIRO Education and Outreach generate reports and visualisations to effectively communicate data and insights.
* Help raise awareness of, and improve, data standards across the STEM education ecosystem.
* Maintain strict confidentiality and adhere to data privacy regulations while handling sensitive information (if required). Ensure the security and protection of data.
* Attention to detail, ability to communicate complex data in an understandable and engaging manner, and a proactive approach to identifying opportunities for improvement.
* Work independently within their own function and take responsibility for resolving complex problems, requiring a high degree of knowledge of specialist activities.
* Represent the Business Unit at external and internal forums as required.
* 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 objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Relevant diploma/bachelor’s or advanced degree or equivalent relevant work experience in data science or social science with a focus on data analysis.
2. Ability to manage complex projects with diverse stakeholders.
3. Demonstrated experience working with a diverse range of stakeholders to achieve shared objectives, including capability-building, training, and identifying and responding to needs.
4. Proficiency in statistical tools and software (e.g. SQL, Python, etc), strong analytical and problem-solving skills.
5. [This role has child safety obligations. Accordingly, the successful candidate will be required to obtain and provide evidence that they hold a valid paid/employee (not volunteer) Working with Children/ Vulnerable People Check prior to confirmation of appointment.](https://my.csiro.au/Policy-Portal/HR/Procedures/Appointment-and-Employment/Recruitment)

## **Desirable**

1. Knowledge and experience in STEM education data or research or evaluation projects.

## **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.

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 undertake a pre-employment background check. 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 and provide evidence that they hold a valid paid/employee (not volunteer) Working with Children/ Vulnerable People Check prior to confirmation of appointment.

## **About CSIRO**

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