# Position Details

## Communication & Information- CSOF5

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Generation STEM Education Team Leader |
| Job Reference | 71941 |
| Tenure | Specified Term until 31st December 2023 |
| Salary Range | AU$98,735 to AU$106,848 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Sydney – other locations in NSW will be considered |
| 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 | Program Manager, Generation STEM |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 3 |
| Enquire about this job | * Contact Anna Lauvia email: anna.lau@csiro.au or phone: +61 2 9490 5521 |
| 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 is also developing other programs for launch in 2021 which will target high school and tertiary students.

### Working as part of a collaborative team and in conjunction with the Program Manager, the Education Team Leader will contribute to the leadership and growth of the program with particular focus on day-to-day operations, including staff management and training, planning, delivery of key activities to meet KPIs and reporting.

### The Education Team Leader will be expected to build a high-performance team culture; maintain strong and respectful relationships with program participants, collaborators and internal and external stakeholders; and provide support to the Program Manager in the co-design, delivery and management of the program’s strategy, resources and activities in collaboration with key stakeholders and delivery partners.

### This role will include travel locally and within New South Wales.

### Duties and Key Result Areas

* Provide leadership and supervision to a diverse team implementing the program, ensuring contractual KPIs are met.
* Take responsibility for delivering on work plans, monitoring resources and managing staff performance and career development in consultation with the Program Manager.
* Contribute to strategic planning and delivery of the program including stakeholder engagement, communications and events, participant and teacher professional learning activities.
* Utilise expertise to identify, establish and maintain strong trusted advisor relationships with internal and external stakeholders in collaboration with the Program Manager.
* Work flexibly, collaboratively and responsively with a range of stakeholders and across a range of Education and Outreach programs.
* Prepare reports and responses to internal and external requests e.g. requests for information.
* Represent CSIRO at internal and external forums and collaborate with external providers as required.
* Demonstrate appropriate behaviours at all times when working with children.
* 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, often 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, 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:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **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:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **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, education, project management or equivalent relevant work experience.
2. Demonstrated strong ability to build and maintain effective relationships and engender a strong customer service philosophy and culture, and guide and influence decision makers to ensure the timely delivery of outcomes.
3. Demonstrated project management skills including the ability to prioritise and manage multiple projects with competing deadlines and lead a complex long-term project with multiple stakeholders.
4. Demonstrated experience in leading effective and efficient work teams and managing performance and resources to achieve objectives, including exercising sound judgment and providing feedback for development purposes and support and direction for improvement.
5. Excellent oral and written communication skills with proven experience writing reports for a range of stakeholders and audiences.
6. Highly developed interpersonal skills and collaborative working style including experience in establishing and maintaining strong and productive relationships and networks with students, STEM professionals, teachers, industry, colleagues or supervisors.
7. Demonstrated understanding of how to work safely with children.
8. A valid Australian Class C driver’s licence.

## **Desirable**

1. Demonstrated experience in developing and/or delivering STEM programs for students.
2. Good understanding of the diversity of science undertaken at CSIRO and its place in the National Innovation and Science 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 and within New South Wales.

## **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)