# Position Details

## Communication & Information- CSOF5

|  |
| --- |
| The following information is for applicants |
| Advertised Job Title | Indigenous STEM Education Team Leader |
| Job Reference | 71951 |
| 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 NSW locations 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 | Executive Manager, Indigenous STEM Education |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 2 |
| Enquire about this job | Contact Max Lenoy via email at max.lenoy@csiro.au or phone +61 7 4753 8505 |
| 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 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. Generation STEM is exploring Indigenous STEM programs for delivery in regional NSW.

The Indigenous STEM Education Team Leader will have an immediate focus on engaging with local stakeholders to develop and launch the program in regional NSW. The position will contribute to the leadership and growth of the program with particular focus on the day to day running of the program through operational planning and reporting and managing a small team of Project Officers.

The Indigenous STEM Education Team Leader will be expected to build and maintain strong and respectful relationships with Aboriginal and Torres Strait Islander communities and other stakeholders as well as providing support to the Program Manager, Generation STEM in the professional management of the program’s people, resources and activities.

### Duties and Key Result Areas

* Manage the program’s operational planning and processes, including monitoring performance and identifying issues and opportunities.
* Contribute in a collegiate manner to strategic planning with the program and wider CSIRO Education and Outreach team to ensure opportunities for partnerships and engagements are developed and prosper.
* Lead the co-design program elements and delivery relationships at local levels within Aboriginal and Torres Strait Islander communities.
* Establish, maintain and foster ongoing and culturally respectful relationships with schools, families, communities and other stakeholders.
* Understand and follow appropriate protocols when working and communicating with Aboriginal communities and Torres Strait Islander communities.
* Assist with preparing reports and responses to internal and external requests e.g. requests for information.
* Be able to provide leadership and supervision to a working team, and take responsibility for the performance management and career development of the members.
* Represent CSIRO at internal and external forums and collaborate with specialist external providers as required.
* Demonstrate appropriate behaviours at all times when working with children and diverse groups.
* 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, 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 qualification in education (any STEM areas), social work, youth work or psychology or equivalent relevant work experience.
2. Demonstrated experience in developing and/or delivering STEM programs.
3. A strong 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 Torres Strait Islander people.
4. Highly developed interpersonal skills and demonstrated ability to set up and maintain effective and efficient work teams and manage performance and resources to achieve objectives, including providing feedback for development purposes and support and direction for improvement.
5. Demonstrated project management skills including the ability to prioritise and manage multiple workstreams with competing deadlines and lead a complex long-term project with a diverse range of stakeholders.
6. Excellent communication, negotiation and consultation skills, including the ability to build and sustain effective professional relationships and influence stakeholders and decision makers to ensure the timely delivery of outcomes.
7. Demonstrated understanding of how to work safely with children.
8. A valid Australian Class C driver’s licence.

## **Desirable**

1. Experience supporting young Aboriginal and Torres Strait Islander people in educational and/or employment settings.

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.
* This position is identified – applicants will be required to provide a cultural referee as part of their application. A cultural referee will be asked to support your application in terms of your ability to work with Aboriginal people and Torres Strait Islander people.

## **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)