# Position Details

## Communication & Information- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Indigenous STEM Education Project Officer (Identified position) |
| Job Reference | 73521 |
| Tenure | Specified Term of until 31st December 2023 |
| Salary Range | AU$85,361 to AU$96,573 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 Project |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| 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](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. Generation STEM is developing a suite of Indigenous STEM programs for delivery in regional NSW, based on CSIRO Education and Outreach’s Indigenous STEM Education Project.

The Indigenous STEM Education Project Officer will play a key role in program design and community engagement in the initial program development phase. In the delivery phase, the Education Project Officer will provide guidance, assistance and support to participants in the program, including students and teachers, and will be the main local contact point for program participants. Working together with the team, the role will also develop, facilitate and deliver range of activities and workshops, including teacher professional development, and events to promote and support industry professionals, teachers and other stakeholders to be involved in the program. The Education Project Officer will also recruit and liaise with partner organisations and support their participation in the program.

The role will be expected to build and maintain strong and respectful relationships with Aboriginal and Torres Strait Islander people and other stakeholders. The role is also expected to involve frequent travel regionally within NSW.

### Duties and Key Result Areas

* Work collaboratively with the team to develop and co-design Indigenous STEM education program elements and establish delivery relationships at local levels with Aboriginal and Torres Strait Islander people and other stakeholders.
* Contribute to the program’s strategic and operational planning and processes, including developing a program plan and community engagement plan, and identifying issues and opportunities.
* Provide guidance, support and assistance to teachers, students and other program participants using solution-focussed approaches.
* In collaboration with internal and external program teams, develop and deliver learning materials, activities and resources for program participants.
* Manage workload and competing priorities to ensure program outputs are delivered on time.
* Establish, maintain and foster ongoing and culturally respectful relationships with schools, families, communities and stakeholders.
* Understand and follow appropriate protocols when working and communicating with Aboriginal and Torres Strait Islander people.
* 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 project 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, community engagement, project management or equivalent relevant work experience.
2. A demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies, cultures and the issues affecting these cultures in Australian society and a demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people.
3. Experience delivering programs or projects either directly to, or supporting, Aboriginal and Torres Strait Islander people, including demonstrated project coordination skills and experience in managing multiple priorities with competing deadlines.
4. Highly developed stakeholder management and interpersonal skills including the ability to identify mutual alignment of interests, and establish and maintain strong and productive relationships and networks, with a diverse range of stakeholders.
5. Good oral and written communication skills for a range of audiences and in a variety of formats, including with individuals and groups.
6. The ability to work effectively in a team environment and demonstrated capacity for initiative and self-motivation, as well as flexibility, and a proven ability to work independently.
7. Demonstrated understanding of how to work safely with children.
8. The ability to travel within NSW frequently and interstate as required.
9. A valid Australian Class C driver’s licence.

## **Desirable**

1. Experience developing and/or delivering STEM education programs.

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.
* To be willing and able to travel NSW frequently and interstate as required.

**This position is identified**

Eligibility for identified positions is not confined to Aboriginal and Torres Strait Islander people. Positions are open to all persons; however, applicants must be able to meet the essential requirements for these positions. An eligible applicant for an identified position is required to have knowledge of the culture and issues affecting Aboriginal and Torres Strait Islander people and have the ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.

All candidates will be required to provide a Cultural Referee as part of the application process. The cultural referee will be asked to support their application in relation to their ability to work with Aboriginal people and Torres Strait Islander people.

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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)