# Position Details

## Communication & Information- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Academic Coordinator – Young Indigenous Women’s STEM Academy (Identified Position) |
| Job Reference | 73763 |
| Tenure | Indefinite (Full-time) |
| Salary Range | AU$85,361 to AU$96,573 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | * Darwin, NT |
| 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 | Manager – Young Indigenous Women’s STEM Academy |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Jess Stimson via email at: jess.stimson@csiro.au |
| 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

### CSIRO, in collaboration with CareerTrackers Indigenous Internship Program Limited, have been provided funds to design and deliver a national 10-year Young Indigenous Women’s STEM Academy for high achieving Aboriginal and Torres Strait Islander female and female-identifying students from year 8 through higher education and to graduate employment. The Academy is an investment in a generation of Aboriginal and Torres Strait Islander female leaders, role models and game changers in science, technology, engineering and mathematics (STEM) fields.

### The Academic Coordinators are role models who provide guidance, assistance and support to female and female-identifying students participating in the Young Indigenous Women’s STEM Academy using a case management approach. The role works exclusively to support young Indigenous women from ages 13-18 years of age. The Coordinator will be expected to build and maintain strong and respectful relationships with Aboriginal and Torres Strait Islander communities, families and other stakeholders.

### Duties and Key Result Areas

* 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 communities and Torres Strait Islander communities.
* Provide positive role modelling to Academy students.
* Provide guidance, support and assistance to students participating in the Academy using solution-focussed, case management approaches.
* Work collaboratively with the Academy team to develop and deliver support materials, activities and resources for Academy participants, including attending Year 8 STEM camps.
* Contribute to the collection of monitoring and evaluation data and reporting as required.
* Manage responses to enquiries about the Academy program.
* 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, 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:** 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. Relevant experience and/or a qualification in secondary education (any STEM areas), social work, youth work or psychology.
2. A 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.
3. Experience in working with or developing programs that support social and emotional wellbeing and educational outcomes for Aboriginal and Torres Strait Islander young people.
4. Highly developed interpersonal skills including the ability to establish and maintain strong and productive relationships and networks with young people, families, stakeholders, colleagues and supervisors.
5. Demonstrated ability to work effectively in a team environment, proactively collaborating and consulting with internal and external stakeholders, as well as sharing resources to accomplish objectives.
6. Demonstrated understanding of how to work safely with children.
7. A current Australian Class C driver’s licence.

## **Desirable**

1. Experience supporting young Aboriginal and Torres Strait Islander people in educational

settings.

1. Experience developing and/or delivering STEM programs for high school aged students.

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 must be available to start no later than the week commencing 21st June 2021.
* The successful candidate will be asked to obtain and supply 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. So, the successful candidate will need to provide evidence that they hold a working with children check prior to confirmation of appointment.
* The ability and willingness to travel regionally 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)