# Position Details

## Communication & Information- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Digital Careers Program Officer |
| Job Reference | 78303 |
| Tenure | Specified Term until 30 March 2023Full-time |
| Salary Range | AU$85k to AU$96k pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Adelaide SA, Canberra ACT, Melbourne (Clayton) VIC, Perth (Kensington) WA, Darwin NT, Brisbane (Dutton Park) QLD, Hobart TAS or Sydney (Eveleigh) NSW |
| 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 | Digital Careers Manager |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Allira Crowe via email at allira.crowe@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 or call 1300 984 220. |

### Role Overview

Digital Careers delivers real world, future-focused education initiatives to help students pursue an exciting digital career. The primary objectives of the program are to:

* increase awareness, interest and participation amongst school students in computational thinking and digital technologies, particularly those groups who traditionally do not have an interest in ICT
* increase awareness of career diversity and job opportunities for students studying ICT, Science, Technology, Engineering & Mathematics (STEM) and related fields
* provide education and training material and professional development for educators delivering digital technology curriculum and activities.

In 2021, Digital Careers received new funding to deliver expanded activities to March 2023. The position will support a broad range of program activities including the Australian Bebras Computational Thinking Challenge, FarmBeats and CyberTaipan Cyber Security programs. Tasks include coordinating program activities, delivering teacher professional learning, delivering workshops, project management and stakeholder engagement.

These roles are part of a national team and will work closely with other program teams and external stakeholders to develop and implement education programs based on best-practice and demonstrated outcomes in STEM education.

### Duties and Key Result Areas

* Implement the Digital Careers program including contributing to the achievement of program targets and KPIs, reporting and the management of budgets.
* Support a broad range of Digital Careers program activities including Australian Bebras Computational Thinking Challenge, FarmBeats and CyberTaipan Cyber Security programs through activities such as:
	+ Coordination of program activities.
	+ Delivery of teacher professional learning.
	+ Delivery of workshops.
	+ Project management.
	+ Stakeholder engagement.
* Work collaboratively with external stakeholders and colleagues within your team and across CSIRO, to reach objectives and (where relevant) engage with external bodies, participants and the general public.
* Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.
* 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.
* 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 qualifications or equivalent relevant work experience in teaching Digital Technologies (including artificial intelligence, cybersecurity, information technology), education programs, or project management.
2. Highly effective project management skills, including demonstrated experience in the coordination of program activities.
3. High level written and oral communication skills in a variety of formats and for a range of audiences, including individuals and groups.
4. Highly developed interpersonal skills including experience with negotiation and representation, and proven ability to establish and maintain strong and productive relationships and networks with colleagues, leaders and key stakeholders both internal and external.
5. The 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 ability and willingness to find workable solutions to complex problems and resolve complaints using creativity, reasoning and experience.
7. Demonstrated understanding of how to work safely with children.

## **Desirable**

1. Experience facilitating adult learning and/or delivery of online learning.
2. An understanding of current issues facing school STEM education.
3. Experience in development and facilitation of inquiry based learning activities.

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, interstate and internationally.

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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)