# Position Details

## Communication & Information – CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Monitoring and Evaluation Officer – Industry PhD |
| Job Reference | 87431 |
| Tenure | Three years with possibility of extension  Part time (0.6-0.8 FTE) |
| Salary Range | AU$87,068 to AU$98,504 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Sydney or Canberra preferred, Adelaide, Melbourne, or Brisbane may also 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 – Industry PhD |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Duncan Byrne via email at Duncan.byrne@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. |

### Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea, and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

The CSIRO Industry PhD (iPhD) Program is being scaled up and CSIRO is building a program delivery team to do this. The iPhD Program is delivered through the industry partner, university researchers, and CSIRO researchers working together to develop a training experience built around specific problems identified by the industry partner. The industry partner is closely involved in not just identifying the problem, but also in helping to guide the direction of the research during the project, and in giving the research candidate deep experience of working in an industrial research environment.

The Program is designed to encourage greater collaboration between researchers and industry to release the untapped potential of Australian research. The iPhD Program will encourage mobility and collaboration between university researchers and industry and build capacity and understanding of research translation.

This is an exciting opportunity to be part of building Australia’s industry-ready research workforce. We are looking for a person with a passion for evaluation who can work in a team to develop the next generation of work-ready research and innovation leaders in Australia.

Key aspects of the program include:

* A four-year scholarship program including a six-month industry internship (‘in the business’)
* Students work on projects identified with an industry partner
* Supervision of students by an industry partner, a university researcher, and a CSIRO researcher
* Very diverse industry-based student project opportunities. Some examples of iPhD projects currently underway: Data capture and analytics in smart cities; Exploration and commercialisation of Australia’s edible insects; Biosensor development for early ID of Alzheimer’s disease risk; Transforming construction by leveraging IoT and blockchain; Management of fouling for industrial water filtration.

The Monitoring and Evaluation Officer role is an exciting position with the iPhD Program team that will support the assessment, reporting and wider communication of the program’s value and impact. The successful applicant will work both independently, and as a key member of a team, on activities to produce rigorous impact evaluations to support decision making for the iPhD Program.

### Duties and Key Result Areas:

* Work closely with the iPhD Program Manager and industry, university, and government stakeholders to lead the development and implementation of monitoring and evaluation frameworks for the scaling up of the iPhD Program.
* Support the development of a longitudinal survey and systematic monitoring and evaluation plans that capture quantitative and qualitative data to report on performance and impact.
* Actively contribute to continuous improvement activities, including insights from monitoring and evaluation and providing ongoing data and insights to the program team.
* Assist with the preparation of progress reports and/or responding to information requests.
* Contribute to the reporting of program KPIs and outcomes.
* Work closely with independent evaluation consultants to capture, validate, and perform data cleaning procedures for analysis as required.
* Prepare and maintain internal ethics and privacy approval applications and reports.
* Maintain accurate records, safeguarding the confidentiality of information.
* Communicate openly, effectively, and respectfully with all staff and external stakeholders 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, and Enterprise Support unit to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s 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. Minimum bachelors level degree in business, social science, administration, project management, or other related fields. Equivalent work experience also considered.
2. Professional experience and demonstrated knowledge of design and application of monitoring and evaluation, performance measures, quantitative and qualitative data collection and analysis, and reporting.
3. Demonstrated strong communication and facilitation skills, including the ability to produce high quality written materials in a timely manner.
4. Demonstrated proficiency in MS Office (Word, Outlook, and Excel in particular) and the ability to prepare summaries including tables, graphs, and charts.
5. High level interpersonal skills including an ability to work collaboratively and establish and maintain strong and productive relationships and networks with a wide variety of internal and external stakeholders.

## **Desirable:**

1. Postgraduate qualifications in social research or evaluation.
2. Knowledge of or experience in, developing and implementing impact frameworks.
3. Experience in working with or within a science and research organisation.

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.

**Flexible Working Arrangements**

We work flexibly at CSIRO, offering a range of options for how, when and where you work. This role will mostly engage virtually but will occasionally require the successful applicant to be willing and able to travel within Australia.

**Diversity and Inclusion**

We are working hard to recruit people representing the diversity across our society and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish.

**About CSIRO**

At CSIRO Australia's national science agency, we solve the greatest challenges through innovative science and technology. We put the safety and wellbeing of our people above all else and earn trust everywhere because we only deal in facts. We collaborate widely and generously and deliver solutions with real impact.

[Find out more about the iPhD](https://www.csiro.au/en/careers/scholarships-student-opportunities/postgraduate-programs-and-scholarships/industry-phd)