# Position Details

## Communication & Information- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Education Program Delivery Lead, Generation STEM |
| Job Reference | 87840 |
| Tenure | Specified Term until 31st December 2023  Full-time (preferred); Part-time (may be considered if required) |
| Salary Range | AU$102,724 – AU$111,165 per annum (pro-rata for part-time) plus up to 15.4% superannuation |
| Location(s) | Sydney, NSW |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens currently residing in Australia. * Australian Permanent Residents currently residing in Australia. * Australian Temporary Residents, currently residing in Australia, with an existing valid visa and unrestricted work rights for the duration of the term (until December 2023) and no requirement for visa sponsorship. |
| Position reports to the | Program Manager, Generation STEM |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Julia Siddiqui via email at [julia.siddiqui@csiro.au](mailto:julia.siddiqui@csiro.au) or phone +61 7 3833 5634 |
| 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 areas 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

Generation STEM is a $25 million ten-year initiative which works with industry, government and education sectors to attract, support, train and retain students in science, technology, engineering and mathematics (STEM) career pathways. Currently three programs are being delivered in various locations throughout NSW as part of the initiative – the STEM Community Partnerships Program (STEM CPP), Deadly in Generation STEM and Generation STEM Links.

The STEM CPP creates strong partnerships between local schools and industry, with the goal of highlighting local STEM careers and opportunities and providing avenues for students to develop their STEM skills in an engaging and rewarding way.

Deadly in Generation STEM aims to increase participation of NSW Aboriginal and/or Torres Strait Islander students in STEM, through Culture and on Country. The team works closely with local community to tailor, deliver and support activities to increase engagement and retention of Aboriginal and/or Torres Strait Islander secondary students into local STEM educational pathways, STEM employment and/or further education.

Generation STEM Links addresses another critical point in the STEM pipeline, that is the transition to employment. The program provides internships to help tertiary students gain relevant workplace skills, and transition into STEM jobs after graduation. In doing so it provides industry partners the opportunity to help increase awareness of local STEM career pathways and raise the calibre of upcoming talent for their industry.

Working in partnership with the Team Leader and in conjunction with the Program Manager, the Delivery Lead will contribute to the leadership and growth of the programs with particular focus on managing delivery partners, and planning and identifying new regions for program growth. The Delivery Lead and Team Leader will have shared responsibility of delivering key activities to meet KPIs and reporting.

The Delivery Lead will be expected to support program implementation and manage delivery partners by ensuring effective contractual service delivery by those partners. Additionally, the Delivery Lead will provide support to the Program Manager in the design, delivery and management of the program’s strategy, resources and activities. The role has a strong focus on building and maintaining strong and respectful external relationships, and will also work closely with the Engagement Manager role in the team.

The role will include all aspects of partnership development and relationship management, including working with relevant internal and external stakeholders with the aim to delivering mutually beneficial outcomes for Generation STEM and its partners.

This role will include travel locally and regionally within New South Wales.

### Duties and Key Result Areas

* Manage external partner relationships including managing end-to-end performance of delivery partners and ensuring the achievement of KPIs and contractual milestones.
* Support wider Generation STEM team with ensuring effective service delivery, continuous improvement and ensuring that program outcomes are being achieved.
* End-to-end contract management including negotiating terms, administering variations and ensuring compliance with CSIRO’s policies and procedures.
* Ensure partners are set up with all the tools and resources to deliver on contractual agreements effectively.
* Oversee delivery partner implementation of work plans and working collaboratively with partners to navigate issues and opportunities. Facilitate knowledge sharing and connections between internal team and external delivery partners.
* Contribute to strategic planning and delivery of the program including stakeholder engagement and establishing sustainable partnerships for the program. Identify opportunities for partnership and develop relationships in the pursuit of formalised partnerships.
* Utilise expertise to identify, establish and maintain strong trusted advisor relationships with internal and external stakeholders in collaboration with the Program and Engagement Managers.
* Work flexibly, collaboratively and responsively with a range of internal and external stakeholders and across a range of Education and Outreach programs.
* Establish, maintain and foster ongoing and culturally respectful relationships with schools, families, communities and other stakeholders.
* Prepare reports and responses to internal and external requests e.g. requests for information. Ensure accurate record keeping and program tracking to inform reports.
* Represent CSIRO at internal and external forums and collaborate with 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, often 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.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Relevant tertiary qualification in STEM, education, commerce/business, project management, or equivalent significant relevant work experience.
2. Demonstrated experience in managing education service providers and leading effective and efficient work teams to achieve objectives, including exercising sound judgement and providing feedback on performance and support for continuous improvement.
3. Highly developed stakeholder management skills, including experience with negotiation and contract management, and proven ability to facilitate collaboration and establish and maintain strong and productive relationships and networks to achieve outcomes working collaboratively with a broad range of stakeholders.
4. Demonstrated project management skills including the ability to prioritise and manage multiple projects with competing deadlines.
5. Excellent oral and written communication skills with proven experience writing reports for a range of stakeholders and audiences.
6. Highly developed problem solving skills, including the ability to anticipate, identify and manage risks and to develop appropriate evidenced-based solutions.
7. A valid Australian Class C driver’s licence.

## **Desirable**

1. Demonstrated experience in developing and/or delivering STEM programs for students.
2. Good understanding of the diversity of science undertaken at CSIRO and its place in the National Innovation and Science Agenda.

## **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.

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 Clearance or equivalent. Please note that individuals 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 occasionally interstate, as required for the role.

## **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)