# Position Details

## Communication & Information- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Content Specialist |
| Job Reference | 87843 |
| Tenure | Specified Term until 31st December 2023  Full-time (preferred); Part-time (may be considered if required, minimum 0.6 FTE) |
| Salary Range | AU$87,068 – AU$98,504 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 | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Kirsty O’Sullivan via email at kirsty.o’sullivan@csiro.au or phone +61 2 9325 3203 |
| 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.

The Content Specialist will be responsible for developing education-based content and program materials including (but not limited to) program activities, workshops, learning resources and support materials. Participants and beneficiaries of this content are students, teachers and other educators, industry partners and other community members and mentors.

Generation STEM aims to increase participation of students from groups underrepresented in the STEM pipeline, such as Aboriginal and/or Torres Strait Islander peoples, women, people from low socio-economic areas and people from regional and remote areas. The Content Specialist will, therefore, develop content with these diverse backgrounds in mind and ensure that materials are appropriate and engaging for their intended audiences.

The role is part of a NSW team and will work closely with the Program Manager, Team Leader and program delivery team to develop and implement program materials based on best-practice and demonstrated outcomes in STEM education.

### Duties and Key Result Areas

* Develop and/or adapt STEM education content, including (but not limited to) program activities, workshops, learning resources and support materials for online, virtual and/or face to face use. Develop implementation guides in close collaboration with internal and external program teams.
* Review content and implement changes in line with feedback and evaluation results for continuous improvement.
* Quality assurance of program content ensuring alignment with CSIRO Education and Outreach’s strategic direction, NSW curriculum and objectives of the Generation STEM initiative.
* Work with stakeholders to ensure that content is relevant, engaging and beneficial for end-users.
* In close collaboration with internal and external stakeholders ensure relevant content is grounded in cultural knowledges.
* Conduct research to inform content development. Keep up to date with curriculum updates, industry trends and STEM intervention best practice.
* Identify other programs and/or program content within CSIRO, NSW Government or other organisations that can be adapted to meet Generation STEM objectives. Identify opportunities for collaboration and/or minimising duplication, with a particular focus on other CEdO programs and content that can be utilised across programs.
* Manage workload and competing priorities to ensure program outputs are delivered on time.
* Develop procedures and practices where there is a range of possible alternatives and methods of approach and judgement is required to select the most suitable option.
* 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, and business 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 plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Relevant qualification in education, STEM, science communication or equivalent relevant work experience.
2. Demonstrated experience with the development of STEM educational materials and resources for students and teachers, including an understanding of how to align materials to the NSW Curriculum.
3. Strong understanding of the Australian industry and business sector and the challenges faced by STEM industry when trying to support diverse cohorts and engage with students, teachers and schools.
4. Strong oral and written communication skills with proven experience developing content and giving presentations in a variety of formats, including virtual delivery, for a range of stakeholders and audiences.
5. Highly developed interpersonal skills and ability to work effectively in a team environment; including the ability to establish and maintain strong and productive relationships and networks with internal and external stakeholders.
6. Demonstrated experience in managing multiple priorities with competing deadlines, as well as the ability to demonstrate initiative, self-motivation and flexibility.
7. Demonstrated understanding of how to work safely with children.

## **Desirable**

1. Experience developing programs/content designed for groups underrepresented in the STEM pipeline such as Aboriginal and/or Torres Strait Islander peoples.
2. Strong understanding of the NSW Curriculum and the issues facing schools in relation to STEM education.

## **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.

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.

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* 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)