# Position Details

## Communication & Information- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Engagement Manager |
| Job Reference | 87845 |
| Tenure | Specified Term until 31 December 2023  Full-time (preferred) or 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 | 10% |
| Client Focus – External | 90% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Tania Sarafianvia email at [tania.sarafian@csiro.au](mailto:tania.sarafian@csiro.au) or phone +61 2 9325 3146 |
| 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 as part of a collaborative team, the self-organising Engagement Manager will contribute to the leadership and growth of the program with a particular focus on increasing industry and participant engagement across the program. The role will develop and implement engagement strategies to boost participation across all of Generation STEM’s programs and ensure that the relevant relationships/leads are smoothly transitioned to other members of the team as appropriate.

The role will build and maintain ongoing relationships with external organisations to promote the success of their engagement, increase longevity and sustainability of the program. While the role will predominantly focus on engaging industry and businesses, there will also be elements of engaging with other stakeholders, including education providers and government.

### Duties and Key Result Areas

* Undertake key leadership and engagement role, identify and progress opportunities for the program or CEdO more broadly to engage with and build strategic relationships with, and networks amongst, external stakeholders.
* Establish and maintain effective ongoing relationships and networks with key industry and educational stakeholders, including promotion of the program and increasing participation. Identify solutions to encourage participation and support relationships to promote their success and longevity.
* Develop effective stakeholder engagement strategies including setting strategic goals, determining approach and actions to achieve them, and leading implementation.
* Apply an innovative mindset to addressing stakeholder engagement challenges. Develop and trial new and creative approaches to ultimately engage stakeholders while continuing to focus on building relationships with shared value.
* Contribute in a collegiate manner to strategic planning and reporting of the program, providing contemporary advice to managers and wider team to ensure opportunities and engagements are developed and prosper.
* Coach and mentor project officers to develop their effective relationship management skills.
* Contribute to monitoring and evaluation processes and continuous improvement.
* 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 work team and business unit to carry out tasks in support of Generation STEM and CSIRO Education and Outreach’s objectives, including proactively seeking opportunities to collaborate with other engagement managers/officers across CEdO.
* 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 tertiary qualifications in STEM, education, commerce/business, program management and/or equivalent significant relevant work experience.
2. Demonstrated experience developing strategic relationships and/or partnerships across senior stakeholder groups, including developing and implementing effective stakeholder engagement strategies independently and the ability to communicate with and manage multiple and diverse clients from the industry/business sector.
3. Highly developed engagement and networking skills including experience with negotiation 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. Highly developed interpersonal skills with a track record of contributing to, and supporting, cohesive teams; proven ability to establish collaborative relationships with colleagues based on trust, respect, courtesy, knowledge sharing, problem solving, and continuous improvement.
5. Demonstrated project management skills including the ability to prioritise and manage multiple projects with competing deadlines.
6. A valid Australian Class C driver’s licence.

## **Desirable**

1. Demonstrated experience negotiating and facilitating the participation of industry and other stakeholders in STEM education.
2. Demonstrated 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.
3. Established networks across businesses and/or industry associations in NSW.

## **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.

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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)